

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	<b>TRANSPORT – VEHICLE FAILURE / ACCIDENT</b>	<b>Policy 5.1.6 Protocol 3</b>
<b>TRANSPORT – FLEET VEHICLE PROTOCOL</b>		

## STANDARD

To ensure employees using Bay of Plenty District Health Board (BOPDHB) fleet vehicles are aware of procedures to follow for an incident / accident.

## PROCEDURE

INCIDENT	ACTION
<b>Breakdown</b>	<ul style="list-style-type: none"> <li>Advise Transport Co-ordinator as soon as practical.</li> <li>Contact AA - The AA card is located in the key holder or in the ashtray.</li> </ul>
<b>Vehicle Damage</b>	<ul style="list-style-type: none"> <li>Any damage to the vehicle must be reported to the Transport Co-ordinator at the earliest opportunity.</li> <li>Complete insurance and accident forms as required</li> <li>Complete incident / accident report.</li> </ul>
<b>Accident</b>	<ul style="list-style-type: none"> <li>DO NOT admit <b>liability</b></li> <li><b>Note</b> the name and address of any other party involved and witnesses.</li> <li><b>Report</b> the accident as quickly as possible to the Transport Co-ordinator in Whakatane on 07 307 8886 or Tauranga on 07 579 8403.</li> <li>Complete incident / accident report located on PACentral.</li> <li>If there is injury to any party the accident must be reported to the Police inside 24 hours of the event.</li> </ul>
<b>Tyre Puncture</b>	<ul style="list-style-type: none"> <li>Tyre replacement or puncture repairs must be done through the Transport Co-ordinator who will advise of the procedure</li> </ul>

## ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.1.6 Transport – BOPDHB Fleet Vehicle
- Bay of Plenty District Health Board policy 5.1.6 protocol 1 Transport - Use of a BOPDHB Fleet Vehicle
- Bay of Plenty District Health Board policy 5.1.6 protocol 2 Transport - Booking a BOPDHB Fleet Vehicle
- Bay of Plenty District Health Board Form FM.T6.1 Travel and Accommodation Request
- Bay of Plenty District Health Board Form FM.D6.1 Drivers Registration

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Protocol Steward: Team Leader, Corporate Services	Authorised by: GM, Corporate Services	