

<p style="text-align: center;">HILLSBOROUGH TOWNSHIP BOARD OF FIRE COMMISSIONERS VEHICLE ACCIDENT AND EQUIPMENT DAMAGE POLICY</p>
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The following policy outlines the requirements that will be followed in the event of an accident involving a fire district vehicle or the loss, theft or damage of fire district equipment.

VEHICLE ACCIDENTS

In the event of an accident involving a fire district vehicle the following actions must be taken.

- If appropriate, 9-1-1 must be contacted and any needed medical assistance rendered.
- Fire chief is notified
- Fire Commissioner is notified
- Chief Fire Marshal is notified
- A Police report is generated
- The required insurance form(s) are completed (located in fire safety)

The Chief fire marshal shall investigate and provide a report to the board of fire commissioners for any accident causing an injury or significant damage. This report must include a copy of the Police report.

Any member injured in an accident shall complete the necessary insurance and workers compensation forms (located in fire safety)

The Chief Fire Marshal shall be notified when a member is involved in an accident in a non-district owned vehicle while responding to the firehouse. If a member is injured, the approved Workers Compensation forms shall be completed as soon as possible. Upon approval, the fire district will cover the cost of any insurance deductible up to \$1000.00. A copy of the accident report and proof of deductible amount must be included with fire district voucher.

EQUIPMENT DAMAGE, LOSS OR THEFT

All damaged equipment shall be noted on the incident report or reported via e-mail to the Fire Safety office.

Damage, loss or theft exceeding \$1000.00 dollars or that involves computers; radio equipment, thermal imaging cameras or meters must be reported via e-mail for the Fire Safety office.

Theft of any fire district equipment must be reported to the Hillsborough Police and a report generated.

All documentation regarding the damage, loss or theft shall be attached to the payment voucher for the replacement equipment.

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