

Town of Butternuts

Motor Vehicle Incident Report Policy, Highway Department

Adopted April 26, 2017

Reviewed and approved August 21, 2024

To be reviewed in April of each year

All motor vehicles and motorized equipment incidents which may cause significant physical damage to persons or property will be reported by highway department employees and an incident report form will be filled out by the driver as soon as is practicable. Any incident causing severe personal injury or severe property damage must be reported to the police and the driver must undergo mandatory drug testing.

Incident report forms will be reviewed by the Highway Superintendent and a determination will be made as to the preventable or not preventable nature of the incident.

The outcome of the review will be “preventable” or “not preventable” with a short explanation. The outcome will be presented to the driver and a copy of the incident report and the decision made by the Highway Superintendent goes in the employee's folder. The outcome is final but may be marked as “challenged” with an attached explanation by either the employee or by a majority vote of the Town Board.