

# WHAT TO DO IF YOU ARE INVOLVED IN AN ACCIDENT.

In the event of an accident, you or the person authorised by you must observe the following procedures: -

## 1. YOU MUST STOP

The law insists that you must stop for a reasonable time, if any vehicle (other than your own), has been damaged, if anyone has been injured, or if any dog, sheep, pig, goat, mule, donkey, horse or cattle have been injured (Cats for some reason don't seem to matter).

## 2. ATTEND TO INJURIES

If there are serious injuries call for an ambulance and the Police. Give whatever help you can to casualties, but remember that unnecessary movement, however slight, may aggravate injuries - only move people if they are in serious danger from fire or other traffic. If you make the call yourself, stay calm and remain clear about where you are the number of casualties and the type of vehicle involved. If any tanker is involved provide details of its HAZCHEM label, stop all smoking in case of spillage of fuel or chemicals. Remember to check whether it's necessary to warn oncoming traffic of the accident.

## 3. EXCHANGE DETAILS

Note the name, address, telephone number, registration number, and make and model of the other driver(s). Ask for their insurance companies name too. Find out if the driver is the owner of the vehicle - if not, get the owners details also.

## 4. NOTE ANY WITNESSES

It is important to get witnesses details as quickly as possible - they may not stay at the scene for long. Collect as many names, addresses and telephone numbers of independent witnesses as possible, also the registration numbers of any vehicle(s) whose occupants may have seen what happened.

## 5. KEEP QUIET

Never admit liability, apologise or offer payment - even if you think the accident was your fault. If you admit blame it may invalidate your insurance.

## 6. WRITE NOTES

Take careful notes covering the following: -

- The time and date of the accident.
- The state of the traffic (e.g. heavy, fast moving)

- Weather conditions and visibility
- Road surface conditions
- Any signals which you or anyone else was making
- Details of other vehicles - colours, general condition, if lights were on etc.
- What was said by you or any other person
- The station and collar number of any Police officer involved

## 7. MAKE A SKETCH MAP OF THE SCENE

Showing the immediate road layout with names, widths and which way is North. The positions of the vehicle immediately before and after the incident - note any distance between vehicles from road signs or junctions, away from the kerb etc. Make a note of any skid marks etc. and positions of witnesses

## 8. TAKE PHOTOGRAPHS

Take photographs of the incident prior to the vehicles being moved.

## 9. CONTACT THE OFFICE

Obtain an accident report form from the office. The accident report form should be fully completed and returned to the office within 24 hours. If the vehicle cannot be returned to base, telephone the office and obtain the name of an approved repairer for the make of the vehicle, and arrange for it to be taken to the garage.

Prosecution - if, as a result of an accident you receive a note of intended prosecution from the police, it should be passed immediately to a company contact, which will then pass it on to our insurance broker.

## 10. POLICE INVOLVEMENT

If anyone is hurt you must call the police, also call them if you believe that the driver has committed an offence, or if you have damaged someone's property but cannot find them to tell. In some cases the police may ask you to provide your insurance certificate (either immediately, or within 24 hours at a police station of your choice). The police may ask you for a statement - you do not have to give one straight away, you may be in a state of shock and wish to gather your thoughts. You can make a statement some time later, when you have had time to gather your thoughts.