

Fleet Risk Consultants

Appendix 5

Things to do in the event of a collision:

1. Ensure the scene is safe! If safe to do so, protect the impact area from further collision.
2. Ensure you are safe – THEN – ensure all other persons are safe.
3. Call the appropriate emergency services.
4. Make a note of what happened, in your opinion. But do NOT show this to anyone until the Transport Manager has seen it!
5. Note names and addresses of the people involved. Note the registration numbers of vehicles involved. Note who was in which vehicle. Note the names and addresses of any witnesses.
6. Take photographs of the scene or make a sketch.
7. Offer details to the Police in line with the instructions overleaf.
8. Notify the Company on 07778 409433.
9. Let people know you are safe, your family and your Manager.
10. Leave the scene when told to by the Police.