

Security & Event Solutions

In the event of being involved in a road traffic accident in a company vehicle you must do the following immediately after the accident:

- Stop the car as soon as possible – it's an offence not to do so.
- Turn off the engine.
- Switch the hazard lights on.
- Check for any injuries to yourself or your passengers.
- If it's a minor collision and there are no injuries, make a note of it just in case the other people later try to claim for an injury.
- Call the police and an ambulance immediately if anyone is hurt or if the road is blocked.
- Try to remain as calm as possible – it's normal to be shaken after an accident, take a few deep breaths and try to take stock of the situation the best you can. And don't lose your temper.
- Don't apologise or admit responsibility for the accident until you're completely aware of what happened – this can protect you from liability if it wasn't your fault.

When should I call the police?

- If the other driver or drivers leave the scene without giving details.
- If you think the other driver has no insurance or is under the influence of drink or drugs.
- If you suspect that the other driver caused the collision deliberately.
- Tell the police about the accident within 24 hours – if you don't you may be given a fine, points on your licence, or a disqualification from driving.
- Contact the Duty Phone **07432 202701** and **report the accident to the Duty Manager**
- Confirm there are no injuries to passengers or company staff

Record details of the accident

- Get as much information together as you can.
- It'll make it easier to provide evidence to your insurer if you claim.

Make sure you note down:

- The time and date of the accident
- The details of the vehicles involved, including the make, model, colour and number plates
- The driving conditions, including the weather, lighting and road quality
- How much damage was done to the vehicles and which part of the vehicles are affected
- Contact details from any witnesses
- A description of what happened - take photos to back this up

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Security and Event Solutions vehicles are insured with Aviva fleet policy: **100674508CMI** telephone number **0345 030 6925** if you are unsure about how to make the claim, then please pass all details to the Duty Manager who can contact Aviva on behalf of the company.