

## **Road Traffic Accident Procedure**

### **Introduction**

The procedure to be followed where a Company vehicle is involved in a traffic accident is summarised below. The following definitions are given for the purposes of traffic accident procedures only.

### **Traffic Accident:**

A Company vehicle has been involved in a traffic accident if it is established or alleged that:

- Whether moving or stationary, it is involved in collision with another object causing injury to a person or domestic animal, or damage to any vehicle, goods or any other object.
- By its presence, but without physical involvement, it contributed towards the cause of the accident in which injury or damage occurred.

These instances apply whether the accident occurs on Company property.

### **Company Vehicle:**

Any mechanically propelled road vehicle or trailer or toed or plant owned by the Company or for which it is responsible.

### **Company Driver:**

Any employed person who with, or without authority, was driving or controlling the Company vehicle at the time of the accident, or alleged accident. A driver is strictly forbidden to allow unauthorised persons to drive in his or her vehicle and will be rendered liable to instant dismissal if he/she fails to comply with this order.

### **Legal Obligation:**

The following are the driver's legal obligations:

- The Road Traffic Act requires that the driver of a vehicle involved in an accident shall STOP and if required, give his/her name, address, and the name and address of the owner, and identification marks of this vehicle to any person having reasonable grounds for requiring this information. Should he/she be unable to do this he/she must report the accident to the police within 24 hours.

On return to the office the driver shall complete a Road Accident Report Form, a copy of which can be obtained from IG10 reception, or a copy to be sent by email at the driver's request for completion.

### **Actions at the Scene of the Accident:**

- Stop and switch off the engine (anti-fire)
- Check for damage

- Contain any spillage
- Control traffic where necessary
- Attend to injured
- Take fire precautions – no smoking
- Send for any of the following if required: Fire Brigade; Ambulance; Police
- Obtain full names and addresses and telephone numbers of all witnesses
- Note the registration numbers of any other cars involved and of any passing car whose occupants may have seen the accident.
- Take the names and addresses of any witnesses and find out whether they are likely to be in favour or not.
- Take the names, mobile no. and addresses of the drivers of the other cars involved and, even if nobody is hurt, ask them to produce their insurance certificates or give you the names and addresses of their insurance companies. Test the given mobile no. given is a genuine no.
- Obtain full particulars of any Police Officers if present
- Note any apparent damage to the other vehicle or property
- Note nature of injuries to persons or animals
- Make a sketch showing the positions of vehicles involved, and note the width of the road, the position of traffic signs, of any brake or skid marks and of any debris which may indicate the point of impact, and anything else that you think will help enquiries.
- If the vehicles have to be moved, try to mark the positions of their wheels to help police judge who was to blame.
- Write a full report of what happened
- Report the accident immediately by obtaining an Accident Report form from IG10 Reception. You must notify the Company Secretary as soon as possible.
- If you have a camera / I phone in the car, take pictures of the accident scene

**NB. Keep calm and be polite and under any circumstances, do not admit liability.**

If the Police are in attendance, ask their permission to leave the scene of the accident. Report the accident immediately to the Company Secretary and hand in the completed Road Traffic Accident Form, along with a complete signed statement of the facts, within 24 hours of the occurrence (by telephone or email)

**Action by the Company:**

- In the event of the traffic accident the Company are to give immediate notice to the Insurers if a Company vehicle is involved.
- All traffic accidents are to be investigated and processed by the Company.
- The nominated person shall carry out the investigation with the assistance of the relevant Manager or Director.