**Accident Policy**

**Introduction**

It is the policy of **[Organisation Name]** to ensure the following procedures are followed in the event of a collision, and that all drivers and appropriate office staff are trained to follow the procedures.

**Procedure**

If you are involved in an accident whilst driving a **[Organisation Name]** vehicle you must report it to the following office telephone number: **[Number]** during office hours or **[Number]** if the office is closed, as quickly as possible. You must also complete and return the Accident Report Form provided, immediately. Failure to report an accident/damage is a criminal offense.

**STOP** the vehicle, if possible, where the accident happened for as long as is necessary to:

**- Establish if anyone has been injured and ensure passenger safety.**

**- Exchange particulars with third party and/or police.**

And obtain the following third-party details:

**(a) the name and address of the owner of the vehicle or property involved,**

**(b) the name and address of the driver of the vehicle involved,**

**(c) registration number and insurance details of the vehicle(s) involved.**

**(d) note the make, model and colour of the other party’s vehicle(s)**

**(e) note any visible damage to all vehicles involved.**

Note the time, positions of the vehicles, and the road and weather conditions. Make a sketch of the accident scene on the accident report form, showing all the relevant details.

Take a photograph with the disposable camera you can find in the emergency kit on the bus. It is also advisable to take photos with your mobile phone if you have one.

Obtain the names of any witnesses, including passengers, on your own vehicle and on the other vehicles involved.

The Law requires that you give:

(a) Your name and address.

(b) Name and address of the owner of your vehicle.

**If anyone has been injured, you must report the accident to the police.**  This also applies if you cannot exchange the details mentioned above, e.g., if you strike an unoccupied car or property. Obtain details about those injured - including their name and address.

**NEVER ADMIT LIABILITY OR FAULT TO A THIRD PARTY.**

**Accident Reports**

All accidents must be reported on the [**Organisation Name]** Accident report form provided. It is vital you complete and submit your accident report form immediately after your duty has finished. Give as much information as possible and be frank regarding all circumstances of the accident. Answer all questions.

These reports can be vital documents in the future, for example in a court of law. Therefore, it is essential that you check all reports are properly completed in every detail.

**Sketches and Photographs**

All accident scene sketches and photographs should be clear and show the position of the vehicle(s) at point of impact: traffic lanes; pedestrian crossings; yard markings; traffic signs; light poles; house numbers, or any other information that may be relevant.

**Statement To Police**

In the case of a serious accident, do not make a statement to the police at the scene. A decision can be made later whether to proceed direct to the police or through the relevant legal channels.

**REMEMBER – THE BEST WAY TO AVOID AN ACCIDENT IS TO DRIVE SAFELY!**

**Monitoring and Review**

**I have received, read and understood this policy which was created on [Insert Date Here] and agree to adhere to the rules as laid out above. This policy will be reviewed again annually.**

Signed on behalf of **[Organisation Name]** Management Committee:

SIGNATURE: SIGNATURE:

NAME: NAME:

POSITION: POSITION:

DATE: DATE:

Date of next Review: