* Take a deep breath
* Do not admit liability
* Check passengers for injuries
* Only move the vehicle or passengers in you need to
* Alert other road users (i.e. hazard warning lights)
* Inform base as soon as possible
* Take pictures of the damage to the vehicles

**Remember, after an accident:**

**Accident Report Form**

**Section 1 – Details of the other party:**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Vehicle registration** |  |
| **Insurance company** |  |
| **Number of passengers** |  |

**Section 2 – Your details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone number** |  |
| **Vehicle registration** |  |
| **Number of passengers** |  |

**Section 3 – Witness details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone number** |  |

**Section 4 – Location and conditions**

|  |  |
| --- | --- |
| **Road/Street name(s)** |  |
| **Time & date of accident** |  |
| **Weather conditions** |  |

**Section 5 – Description of the accident**

|  |
| --- |
| **Use this space to provide as detailed an account as possible of the accident:** |
|  |
| **Use this base to sketch (however basic) an account of the accident** |
|  |