



## **Vehicle Traffic Accident Procedure**

## **What to do in the event of a traffic accident.**

- 1. Stop - failing to do so is an offence**
- 2. Switch off the engine and turn on the hazard lights**
- 3. Check for any injuries to yourself or passengers. Call an ambulance if necessary**
- 4. Call the police - 999 or 101 depending on the situation**
- 5. Give your details to anyone else involved**
- 6. Collect details from any other drivers, passengers or witnesses**
- 7. Take photos if necessary**
- 8. Contact your insurer/employer**

## **Stop**

However minor you think an accident is, you must stop. In fact, failing to do so is an offence under the Road Traffic Act 1988.

You should make sure your engine is switched off and then turn your hazard lights on to alert other road users to your presence.

## **Who to call after an accident**

Take a look around. If anyone has been injured in the accident you should call the police on 999 (and an ambulance too if necessary) as soon as possible. If you don't need an emergency response, then you should call the police on 101 instead.

The police should also be called if the accident is blocking the road or if you feel there was foul play involved – if you suspect you're a victim of a 'crash for cash' scam, for example, where a driver deliberately causes an accident to make a fraudulent insurance claim.

## **Giving details after an accident**

When you're involved in an accident, you're obliged to give your name and address to anyone else involved.

You should stop and give your details if you crash into something on or near the road even if there aren't any other people involved. If you hit a parked car, for example, you should leave your details on the windscreen.

Avoid saying sorry or accepting blame for the accident until you know precisely what happened as it could count against you later on.

Accidents should also be reported to the police within 24 hours. Failure to do so could result in a fine, penalty points or even disqualification.

## **Collecting details after an accident**

If possible, you should collect names, addresses, and contact details from any drivers, passengers and witnesses.

Ask the other drivers involved for their insurance details and try to establish whether they are the registered keeper of their vehicle. If they aren't, find out who is and make a note of their name and address.

Call 999 straightaway if someone leaves the scene of the car accident without giving their details.

### **Other information to collect from the accident**

Here are some other important details you should try to collect at the scene of the car accident:

- The registration numbers of all vehicles involved, plus a note of each vehicle's colour, make and model.
- The time and date of the crash.
- A sketch showing the positions of the vehicles involved.
- A description of the weather conditions, plus anything unusual you notice about the road quality or lighting.
- A list of damage to vehicles and a description of any injuries sustained by pedestrians, drivers and passengers.

Take photos of all the vehicles involved for use as evidence, even if there is no damage.

### **Information on other drivers**

If the accident involved another vehicle you will need to provide your insurance company with details of the other driver. Try to provide:

- their name
- their address and contact details
- their vehicle registration number
- their car insurance company details.

### **Details of the accident**

You will also need to give your insurance company as much information about the accident as possible. Use sketches to help explain what happened and include any pictures you took at the scene of the accident.

Also provide the contact details of any witnesses who have agreed to support your claim.

After you have taken all the steps listed above – each vehicle has been provided with an accident report book. The driver is required to complete the accident report book and report all details back to the employer.