



the BVRLA guide to driving at work

Annex D - incident report card

Company information

Vehicle make, model and derivative

Vehicle registration number/fleet number

Your full name

Your home address

Description of damage to other vehicle/property

If an agency driver, state agency name

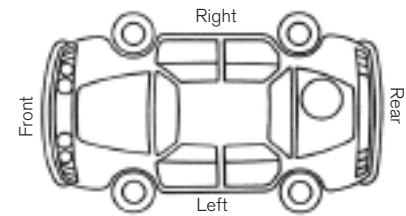
Your signature

Date

Depot

Phone

Postcode



mark damaged areas with an 'x'

Other notes - including details of any injuries

Dear third party

The driver of this vchle does not admit any liability, whether written, spoken or implied. If you consider our driver to be at fault, however, please phone (name) on (phone number) during office hours (9.00am - 5.00pm).

All correspondance should be sent to the address below.

Insurer

Policy number

Address

We would politely remind you that it is a Common Law duty to keep your losses to a minimum.

Incident report card

You should complete this card for all incidents, however minor. IF YOU HAVE AN INCIDENT

1. STOP.
2. Remain calm, even if provoked by other parties. Do not argue or show aggression.
3. Call the emergency services if anyone is injured or there is serious damage to vehicles or property. If the police attend the scene, note the reporting officer's name, number and station.
4. Use this incident card to record information about the accident, exchange details with third parties and take the name and address of witnesses. PLEASE COMPLETE IN BLOCK CAPITALS.
5. Third parties are obliged to give you their name, address, registration number and insurance details under section 154 of the Road Traffic Act 1988.
6. If a camera is available, discreetly photograph the scene from different angles. Include vehicles in their impact position, damage to your own and third party vehicles/property, skid marks and signposts.
7. Contact your depot supervisor and/or the insurance department as soon as it is practical to do so, using the following telephone number

