**Early Reporting of Accidents**

**A Briefing for Managers**

Presentation Date:

[Insert Date]

# Two Forms

## One for your driver, one for the third party

* Two forms - one for handing to third party and one for your driver to complete & retain
* Should be kept in the glove box of each company vehicle
* Two forms that gather vital details that support the claims handling process
* Consistent information obtained from all company drivers will ensure improved and streamlined management of collision reporting
* Corporate branding gives gravitas to the reporting process and reassurance for drivers involved in the collision
* Initiates the claims management process consistently
* Aids protection of company reputation and effective public relations

# Form for Handing to Third Party Driver

## Benefits

* Asks key questions required to initiate the claims handling process
* Reassures third party driver their collision handling is part of a corporate process using accurate driver details
* Provides claims telephone and email contact details for third party to use
* Facilitates early registering and investigation of claims on behalf of drivers provided drivers make prompt contact
* Enables cost efficient claims management as no credit hire companies involved
* Protects your claims record by keeping claims costs low
* Legal compliance with Ministry of Justice Personal Injury Reform Regulations

# Forms to be Completed & Retained by Driver

## Benefits

* Records third party driver details as accurately and consistently as possible
* Gives Claims department all necessary information to build a full picture of the collision’s scale and gravitas with which to initiate support for third party and company client along with claims management
* Provides set data gathering procedure for company drivers to follow ensuring ‘best practice’ claims management can be initiated as soon as all possible data is recorded
* Ensures procedures are followed and strengthens your legal case by showing due diligence and Ministry of Justice Regulations were followed

# Collision Management

## Summary

* Two vital forms: Form for handing to third party and form your driver completes, retains and hands to your Fleet Manager/Administrator – support effective claims handling and minimal costs accrual
* Prompt usage of these forms supports the claims handling process, adherence to legislation and avoidance of credit hire companies
* Ensure all parties are mindful of their duties on loss mitigation