**Scene of Accident Flow Chart**

Collision Occurs

YES

Call Police and Ambulance Services

YES

Is the owner present?

NO

Contact Police

YES

YES

YES

Any injuries to drivers or passengers?

Are any animals injured?

NO

NO

Any 3rd parties present in N

Report accident to the

police immediately or within 24 hours

O

the vehicle involved?

YES

Exchange details with 3rd party using a Scene of Accident Exchange of Details Form

YES

Obtain contact information from YE

S

Please report the accident

using the telephone number on your Scene of Accident Exchange of Details Form

all witnesses

YES

Inform your line manager about your accident

YES

Take photographs of the accident scene, the damaged vehicles as well as the vehicles position on the road and the view from your drivers seat

**Please call (insert appropriate number here) to report**

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