**Collision Reporting Guidance – Driving Your Own Vehicle - Toolbox Talk**

You may already realise that there is a procedure to follow if you have a collision whilst you are driving a company vehicle. That’s because the insurance company for our fleet of vehicles needs to be quickly provided with details of the collision so they can effectively manage the claim.

When you’re driving your own vehicle, even for work purposes, your own insurance policy will be triggered if you have a collision and a claim is made for damages. So you don’t need to tell your manager about the collision for insurance purposes.

However, your line manager will still need to know if you’ve had a collision whilst you’ve been driving for work purposes? Why? Because steps will need to be taken to prevent a similar collision occurring again. This means an investigation needs to take place and the details you gather at the scene of the collision are an important part of the investigation.

# So, what actions should be taken?

* Follow the instructions that your insurance company has provided for you
* Complete the collision reporting checklist that has been provided by your line manager
* Complete a sketch of the road layout and vehicle locations.
* Note down information on the driver and passengers in the third party vehicle – names, addresses and contact details including all children.
* Take photographs whilst sitting in your drivers seat to show all directions of view as well as:
* Damage to your vehicle and third party vehicles.
* Sides of the vehicles involved in the collision that are not damaged or that have pre-existing damage.
* The location of the accident including road signs, street furniture, road junctions, lane marking.
* The position of the vehicles, tyre skid marks, damage to vehicle and street furniture.

This information enhances your sketch details gives accuracy to the data you collect at the scene of the accident.

# Remember the Essentials

Follow your insurance company procedures and gather third party contract details and photographic evidence of vehicle damage etc.

Gather information from the scene of collision and complete the collision reporting checklist document available from The Fleet Safety Academy. The checklist should be issued to your manager so the information can be used to investigate the incident and prevent a recurrence.

# For Discussion

1. Do you have an Accident Reporting Form in your vehicle?
2. Do you know where to obtain a form?
3. Do you know how to use it and who to call to report an accident?
4. Do you have a mobile phone with a camera that you can use to take pictures of an accident scene?

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| Meeting Conducted By | Date | Comments |
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# Attendees

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