

## **ROAD TRAFFIC COLLISION REPORTING POLICY**

If you are involved in a collision that causes:

- injury to or death of another person;
- damage to another vehicle;
- damage to fixed roadside property (such as road signs, lamp posts, trees or gateposts); or
- injury to or death of domestic animals or livestock;

you ***MUST*** stop and give:

- your name and address;
- the name and address of your vehicles owner; and
- your vehicle registration mark

to any person having reasonable grounds to ask for it.

If having stopped, you have not followed this procedure for any reason you **MUST** report the collision to the Police ***as soon as reasonably practicable, within 24 hours***. Unnecessary delay could lead to prosecution, even if the collision was reported within 24 hours.

### **Reporting procedure**

In the event of a collision STOP the vehicle and check for any injured parties. If there are no injuries obvious or alleged ensure that you obtain photographs of the positioning of BOTH your vehicle and third party vehicles damage and positions, PRIOR to moving (if obstruction is being caused and both vehicles are able to be safely moved). If no obstruction is being caused and Police have been called, DO NOT move the vehicles.

If injury is obvious or alleged, then the police **MUST** be called (as well as an ambulance). In this case DO NOT move the vehicles. Ensure that you take photographs of the positioning and damage to both yours and third parties vehicles.

Take photographs of any detail that could be useful to the company and our insurance company, such as vehicle positions, skid marks, debris, the road itself both ways, road markings, road signs, obstructions, etc.

### **OBTAIN THE FOLLOWING DETAILS:**

- names and addresses of drivers and owners, and registration marks of all other vehicles involved;
- names and addresses and (if possible) registration marks of any witnesses, and details of where they were in relation to the collision;
- details of insurance companies of the owners of the other vehicle(s);
- if Police attend, shoulder numbers and name of police station from of any officer in attendance; and

- details of the scene of the collision, including damage to vehicles, width of road, position of vehicles involved and any other traffic, skid marks, position of traffic signs, traffic islands, etc.

Contact [appropriate manager] immediately or as soon as practicable so that all possible assistance can be given to you.

Complete a collision reporting form as soon as practicable (and within 24 hours at latest) and submit to [relevant manager], along with any photos taken.

Do not get involved in arguments with other drivers or passers-by – remember you are representing [organisation] and BE PROFESSIONAL.