



Vehicle Accident Checklist:

Initial Actions:

- Stopped in a safe location
- Engine off and key removed
- Hazards on
- Check for any injuries
- Leave the vehicle and get to a safe location

Once Out of the Vehicle:

- Police contacted if needed
- Information exchanged with any other vehicle
- Information of witnesses taken
- Photos of scene taken
- Photos of your vehicle taken
- Photos of any other vehicle or property damage taken
- Photos of any injuries taken
- Notes of scene made
- Breakdown assistance called if required
- Insurer notified
- Notified fleet manager if required

Notes at scene:

Date and time:

Weather conditions:

Road conditions:

Other vehicles involved:

Vehicle positions:

Damage to any vehicles and property:

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Injuries sustained:

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Other notes:

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Driver name:

Driver contact number and address:

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Vehicle registration:

Vehicle make and model:

Insurance details:

Witness name:

Witness contact number:

Witness name:

Witness contact number:

Witness name:

Witness contact number:

Fill in your details below then tear this off to give to the other driver

Driver name:

Driver contact number and address:

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Vehicle registration:

Vehicle make and model:

Insurance details: