

DRIVERS HANDBOOK 2019

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About this booklet

This booklet is yours to keep during your employment with Pendle Borough Council (PBC). It provides each member of staff with guidance on driver's health, safety and welfare and vehicle safety whilst working at PBC.

You should read this information carefully - it is important for your safety and that of those around you. If there are any areas that you do not understand, or require further clarification on, then please ask your immediate supervisor, your line manager or the Environmental Services Manager, who acts as the authorities Health and Safety Co-ordinator.

This booklet describes the Council's approach to managing safe and efficient driving, what is expected from employees and what further information and training are available.

Employees should make themselves aware of the Driver's Policy along with this handbook, and any other related safe working procedures, risk assessments and codes of practice.

Further details of health and safety related policies and procedures can be viewed on the internal intranet, or by asking your immediate supervisor, line manager or the Environmental Services Manager.

Basic health and safety information and awareness is provided to all employees through the induction process, with more service unit specific information given through localised induction and ongoing toolbox talks. More in depth information and training is available dependent on the employee's role and tasks to be undertaken. This is identified through risk assessments and individuals' reviews.

Through working together we can make the Borough of Pendle a safer and more efficient place to work.

**ROAD SAFETY IS EVERYONE'S
RESPONSIBILITY. THINK ABOUT THE HEALTH
AND SAFETY OF YOURSELF AND OTHERS.**

Driver / Vehicle Policy Statement

Pendle Borough Council recognises that the provision and use of motor vehicles, plant and equipment is an essential and integral element of its business operations and the services it provides.

The Council also accepts that some employees will be authorised to use their own vehicles to support both business needs and service delivery within the Council. Where this is the case the employee has a responsibility to ensure that the vehicle is roadworthy and meets the legal requirements for business use.

The Council, in line with its own general statutory obligations, will prepare and maintain records relating to pre-use inspections, vehicle maintenance, annual testing, driver licencing, insurance, instruction, assessment and training as is necessary to provide for the safety of employees and those others who may be affected by the operations of the Council eg route risk assessments.

The Council will operate motor vehicles that are, to the best of its ability, roadworthy, safe and comply with the relevant statutory regulation appropriate for the type and class of vehicle operated.

The Council will purchase, hire or lease as appropriate, vehicles which are suitable for the tasks for which they are intended. Where motor vehicles require specialist design, modification or adaption, such works and fitments shall comply with relevant statutory provisions. Where regular maintenance, testing or inspection of fleet vehicles is required, such activities will be undertaken by appropriately qualified providers within the prescribed time scales.

All employees who drive for work, for their part, are required to provide evidence of eligibility to drive on request and comply with the council's drug and alcohol policy, and participate in any training as requested.

All employees, for their part, are required to familiarise themselves with and comply with the implementation of this Policy, as relevant to their duties.

Compliance with this Policy will ensure continued:

- 1) Fulfilment of the Council's statutory obligations under health and safety and road transport legislation;
- 2) Fulfilment of the driver's statutory obligations under health and safety and road transport legislation;

- 3) Compliance with all licensing requirements;
- 4) Minimisation of road related risk;
- 5) Reduced environmental impact from the council's fleet;

1.0 Licence requirements

All Drivers are responsible for holding a licence valid for the category of vehicle which they are driving.

Note: If you were first issued with your licence after 1st January 1997 a standard car driver's licence does not permit the holder to drive a vehicle over 3.5 tonnes or a vehicle with more than 8 passenger seats, or to draw a heavy trailer. For further clarification please contact the Environmental Services Manager.

Each Service Area will appoint designated officers to check the necessary information for licences issued.

Drivers are required to make their licence and other relevant documents available to their respective designated officer at least annually.

Management can request to see your driver data at any time – those who drive as part of their designated role will have their driver data checked bi-annually.

Should you incur any penalty points, or be prosecuted for any motoring offence you should inform your immediate supervisor or line manager immediately. **FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN EITHER FINANCIAL RELATED ASSISTANCE (e.g. mileage claims) BEING WITHDRAWN OR A DRIVER BEING SUSPENDED FROM DRIVING DUTIES AND COULD POTENTIALLY LEAD TO DISCIPLINARY ACTION DEPENDING ON THE SEVERITY OF THE ISSUE AND THE LEGAL IMPLICATIONS FOR THE COUNCIL.**

2.0 Driver's legal requirements

To satisfy the basic legal requirements, as a driver you must:

- Hold a valid driving licence for the vehicle you drive;
- Be covered by the appropriate insurance (e.g. insured for business use if you are using your own vehicle);
- Ensure the road fund licence remains valid;
- Comply with the Highway Code at all times;
- Make sure that the vehicle is safely loaded and not over loaded;
- Ensure the vehicle is roadworthy (drivers of fleet vehicles are required to complete the daily defects sheet **prior** to using the vehicle);
- Ensure the vehicle has a valid MOT if applicable;
- Comply with UK/ EC driver's hours rules where applicable;
- Use your tachograph where applicable;
- Wear seatbelts where fitted **at all times**;
- Ensure goods vehicles exceeding 2,500kg gross vehicle weight must have lights illuminated and unobscured when parked between sunset and sunrise (Call out vehicles);
- Any Driver who does not follow the above may be subject to disciplinary action.

2.1 Fleet vehicle driver's hours

All drivers of Council fleet vehicles must make themselves aware of the hours, rules and recording systems, recording duty and driver periods using the appropriate recording system for the vehicle in their charge where required by law.

Guidance and training can be provided if requested. If you do not follow the rules, fail to use systems appropriately or try to tamper with the equipment you could face disciplinary action. Additional training / information will be provided to drivers who incur infringement reports.

2.2 Tachographs

Drivers of certain classes of vehicle are required to use a tachograph to record their hours of work. A driver is any person who drives an in-scope vehicle (i.e. a goods vehicle or vehicle-trailer combination which exceeds 3.5 tonnes), even for a short period, or someone who is carried in such a vehicle as part of their duties to be available for driving if necessary.

The records are made using one of the four key activity types – known as ‘modes’:

- driving time
- other work
- breaks and rest periods
- periods of availability

A driver must:-

- use their driver card from the moment they take over the vehicle;
- ensure there are sufficient supplies of print roll on board the vehicle to be made available to enforcement officers on request;
- Produce for enforcement staff on request:
 - The driver smartcard if one is held;
 - Any original charts for the current day and previous 28 calendar days;
 - Any legally required manual records for the period described in point above;
- after inserting their driver card, complete any data entry manual records in UTC (see below) and confirm the start location as instructed by the equipment;
- ensure that the equipment is working correctly and that the appropriate entries are made for work, POA and rest/breaks;
- allow the employer to download data from the driver card.

3.0 Smoking, Drugs, Alcohol and Medication

3.1 Smoking

The Council's Smoke free Policy applies to **ALL** vehicles being used on Council business. Any offenders will be liable for the payment of any penalties and may be subjected to disciplinary action.

3.2 Drugs and Alcohol

It is categorically forbidden for employees to drive a vehicle, whether on or off duty, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue, or be in possession of illegal drugs on Council premises or in a Council vehicle or in your own vehicle if it is being driven on Council business.

The Council has introduced random alcohol and drug testing for employee's in critical roles.

Random testing will take place between 6 and 12 times a year, on 5-10% of the safety critical workforce in a particular location. For the purposes of this testing the Council's workforce will be split into location bands as follows:

Band A – staff based at Fleet Street Depot

Band B – staff based at other locations.

The testing will take place on different dates each month and may take place at different times of the day. A number of employees will be trained to do the testing. These will be the Human Resources team, the Council's Health and Safety Officer, at least one Manager/Supervisor from each service area.

The random selection will be made by HR from the current payroll records.

A positive screening in either test will lead to suspension on full pay followed by an investigatory interview under the Council's Disciplinary Procedure with the employee being advised that the full range of action including dismissal will be possible, depending on the circumstances of each case.

3.3 Medication

Employees taking medicines or prescribed drugs under the direction of their G.P., Dentist and/or Hospital Doctor must notify their immediate

Line Manager if it is possible it may have an effect on their ability to drive safely. If you are taking medication and are unsure if you should drive, talk to your doctor, pharmacist or health care professional.

It is illegal to drive if either:

- ***You're unfit to drive because you have taken legal or illegal drugs;***
- ***You have a certain level of illegal drugs in your blood (even if you believe they haven't affected your driving).***

The Council has an agreed testing procedure and any employee suspected of being under the influence of or in possession of drugs or alcohol at work will be tested.

4.0 Safe Driving and Good Practice

4.1 The Highway Code / (RoSPA).

The following advice has been taken from the Highway Code / (RoSPA) Royal Society for the Prevention of Accidents and should be considered when driving:

- Never drive a vehicle if you are unwell or taking medication, unless a General Practitioner or Pharmacist has confirmed it is safe for you to drive.
- Remember it is the driver's responsibility to inform the DVLA, the insurance company and the employer of any medical condition or medication that affects your ability to drive.
- Never start or continue driving if you are tired – driving requires your full concentration.
- Never exceed your driver hours when covered by EC Driver's hours rules or UK Driver's hours rules.
- Never drive with poor eyesight or if your vision is blurred – you must wear glasses or contact lenses for driving if your optician prescribes them for that purpose.
- Never eat, drink or try to read a map or directions whilst driving – you must pull in and stop somewhere safe first.
- Never put yourself and others at risk if you are involved in a breakdown or an accident – in the event of a breakdown if you are driving a fleet vehicle, contact your supervisor and they will arrange for a service provider to attend if required or in the case of an accident, contact your supervisor and the emergency services as appropriate.
- **Never use your mobile phone whilst driving, even if using 'hands free'.**
- Seatbelts **MUST be worn at all times** when the vehicle is moving (see 4.2 *Seatbelts* for further information).
- If you are driving a fleet vehicle ensure that your daily defect sheet is completed **prior** to leaving your depot/ yard.
- You should always be aware of your vehicles width and height.
- You should be familiar with your vehicles operation and switches.

All drivers (including cyclists and motor cyclists) are considered ambassadors for the Council so your behaviour whilst driving is a reflection on the Council's corporate image.

It is expected therefore that you drive safely and in accordance with the Highway Code and other traffic laws and regulations AT ALL TIMES.

4.2 Seatbelts

Seatbelts, where fitted, **MUST be worn in all vehicles**. It is recommended that drivers and occupants should always wear seatbelts irrespective of the distance being driven.

Failure to wear your seatbelt could result in disciplinary action as it is a failure to comply with the Highway Code and other traffic regulations.

There are limited exceptions such as:

- Using a vehicle constructed or adapted for delivery or collection of goods or mail while making deliveries or collections when travelling up to 50m between deliveries or collections;
- While performing a manoeuvre that includes reversing;
- A person holding a valid doctor's certificate indicating it is inadvisable on medical grounds to wear a seatbelt.

However, even where an exemption could be applied, consideration should be given to the duty of care to employees as well as obligations under the Health and Safety at Work Act. Drivers' safety should be ensured as far as is reasonably practicable and the benefits of wearing seatbelts are well documented.

4.3 Lanyards

As of the 22nd March 2019, the Council instructs all drivers to **remove their lanyard(s) whilst driving**. This instruction comes following safety advice from the Police after a person was severely injured by their lanyard after being involved in accident where the airbag deployed.

4.4 Mobile Phones

It is Council Policy that **mobiles phones must not be used by the driver whilst the vehicle is moving**, stationary in traffic or parked with the engine running. You must either:

- stop the vehicle in a safe place and switch off the vehicles engine before answering/making a call;
- ask a passenger to take/make the call on your behalf;

Any employee who does not follow the above will be subject to disciplinary action as well as facing potential penalty points on their

licence and fines from the Police. Any penalties incurred will be the responsibility of the driver to settle.

4.5 Headphones

Research carried out by the Royal Society for the Prevention of Accidents (RoSPA) has identified that drivers can be distracted and therefore more prone to having accidents when listening to music or responding to telephone calls whilst wearing headphones. In addition, whilst it is not illegal to drive whilst wearing headphones, it would be taken into consideration by the police, if it was felt the driver was distracted, or not in full control of the vehicle as a result of the use of headphones.

For the above reasons, the Council stipulates that headphones of any description (including in-ear) must not be worn whilst driving either a Council fleet vehicle or any other vehicle being used for Council business.

Any employee who is found to be using such devices whilst driving may be subject to disciplinary action.

4.6 Reversing assistants (fleet vehicles only)

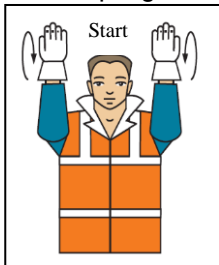
The driver is ultimately responsible for the safe reversing of the vehicle and **MUST** ensure that the reversing assistant(s), when present are in position before reversing commences.

Reversing assistant(s) when present must be used during every reversing manoeuvre (except at the municipal tips). Extra care is required where there are obvious hazards, such as around schools, within the Council depot and town centre locations.

Positioning of reversing assistant(s) may depend on the situation but as a guide they should be at least 1 metre out from the side of the vehicle and between 5-10 metres from the back. At **NO** time must the reversing assistant(s) be directly behind or at the side of the vehicle when it is reversing.

The reversing assistant(s) must use the correct hand signals, avoid distraction such as mobile phones and ensure that people and objects are kept out of the vehicle crush zone. The reversing assistant(s) **MUST** never walk backwards whilst giving signals.

Start and Stop signals required when reversing.



4.7 Driver Assessment Procedure

The Driver Assessment Procedure was introduced in July 2013 to ensure that each person who drives Council fleet vehicles is both competent to drive and meets any legal requirements for the vehicles they will drive. A practical Driver Assessment will take place at the recruitment stage (as part of either the interview or induction process) and then annually. Each assessment will be conducted by a competent trained person.

Additional Driver Assessments may be triggered for existing Council employees when a driver:

- falls below the expected level of competency in their annual Driver Assessment;
- is involved in 3 incidents relating to driver capability (<£250);
- has 3 instances where an “own fault” insurance claim is raised;
- has 1 instance of an “own fault” insurance claim where the cost exceeds £1,000;
- is deemed to require re-assessment due to a prolonged absence from work;
- has received a diagnosis of a medical condition that may affect their ability to drive.

Where a Driver Assessment identifies that a driver is competent to drive but would benefit from additional training, this will be arranged by the appropriate Service area and provided by a suitably trained competent person.

If an assessment identifies that a driver is not competent to drive without additional training then they will be removed from driving duties until

training and re-assessment has taken place. Where possible the employee will be offered alternative duties with pay appropriate to those duties.

Where ability to drive is affected by a disability or illness then reasonable adjustments will be made wherever possible. If removal from driving duties is following a recommendation from Occupational Health then where there is a suitable alternative post to redeploy the employee into, payment protection will be provided in line with the Council's Redeployment policy.

Further information on the Driver Assessment process can be found on the Council's intranet.

4.8 Eco-driving Tips

You could save 15% off fuel costs by using these eco-driving tips.

As well as saving money and fuel, eco-driving will help you to drive safely and reduce wear and tear on components like tyres, clutch and gearbox.

- 1) Shift to a higher gear as soon as possible. Driving at lower engine speeds reduces fuel consumption. Change up between 2000 and 2500 rpm.
- 2) Anticipate road conditions and drive more smoothly. Rather than last minute braking, decelerate smoothly by easing off on the throttle as early as possible. This allows the car to decelerate using engine braking. With the car in gear and the throttle released, a modern car uses virtually no fuel at all. This form of braking is also gentler on the car and its occupants.
- 3) Maintain a steady speed in as high gear as possible. Driving at a steady speed requires little effort for the engine. Avoiding unnecessary acceleration and heavy braking helps reduce your fuel consumption.
- 4) Drive a little slower. Stick to the speed limits and make your fuel go further. For most cars the most efficient speed is 45-50 mph. The faster you go above this, the more fuel you will use. Driving at 50 mph rather than 70 mph reduces your fuel consumption by 10% at a stroke.
- 5) Switch off if you are stationary for more than a minute. When stuck in traffic, taking a break or waiting for someone, switch off

your engine. Switching off whenever it is safe to do so can soon lead to significant savings

- 6)** Keep your tyres properly inflated. Under inflated tyres not only lead to poor road holding but also excessive drag and resistance, increasing fuel consumption. Both over and under inflated tyres can be dangerous to road holding, so make sure your tyres are at their recommended pressure.
- 7)** Switch off air conditioning. Use air conditioning sparingly as your engine has to work harder to power the air conditioning machinery. If driving at low speed, open the window instead.
- 8)** Close your windows if travelling at 50 mph or more. The aerodynamic drag on your car of an open window at speeds of 50 mph or more adds to your fuel usage. Keep windows closed at high speeds.
- 9)** Remove roof boxes and racks if not being used. Car designers try hard to make their vehicles as aerodynamic as possible. Adding a roof box or rack spoils this by increasing drag on your car, making your engine work harder and increases fuel usage.
- 10)** Remove unnecessary items. Carrying excess weight in a vehicle increases fuel consumption. Heavy or large items, such as tool kits and golf clubs should be removed when not required.

5.0 Vehicle Security

If the vehicle is left unattended it is recommended that:

- The parking brake is engaged;
- The ignition key is removed from the vehicle;
- All doors and windows are closed and locked;
- If fitted, antitheft devices are switched on/activated;
- Vehicle keys are kept secure at all times;
- Any valuables should be stored out of sight;
- On fleet vehicles, equipment should be chained or locked to the vehicle or trailer as appropriate;

Additionally, personal items of value should be removed from the vehicle at the end of your shift.

The Council may not accept responsibility for the loss or damage to personal property carried in Council vehicles. Your 'household contents' insurance may cover the contents of vehicles, but this should be carefully checked.

6.0 Vehicle Loading

Any load or object transported in vehicles on Council business must be arranged and secured so that there is no likelihood of danger, injury or nuisance to those in the vehicle or other road users and pedestrians.

It is the driver's responsibility to ensure that any load is safely secured and evenly distributed so as not to make a vehicle unstable. It is a legal requirement that the maximum gross axle and train weights are not exceeded.

All drivers should make themselves aware of the maximum gross weight of their vehicle in their charge. This information can be found on the manufacturer's plate in the cab area, and / or within the vehicle handbook.

7.0 Roadworthiness / Vehicle Checks

All drivers must ensure that their vehicles are legally roadworthy by observing the following guidance:

- All fleet drivers **must** complete a daily defect sheet and report any defects **prior** to leaving the Depot / yard. Nil defects should also be reported on the form (i.e. by writing nil in the defects requiring attention section on the form). If any safety related defects are reported, then the vehicle must not be taken out until conformation has been received from the mechanic that the vehicle is safe and legal to use on the public highway.
- It is recommended that lease / essential and casual vehicle users also carry out vehicle safety and roadworthiness checks as per the Highway Code.
- Training to carry out vehicle checks can be arranged if required – please contact your immediate supervisor in the first instance.
- Daily defect checks and defect sheets **must** be completed for all fleet vehicles exceeding 2500kg before they are taken out each day – please note the inspection is a first use inspection and must be completed when taking over a new vehicle or trailer.
- Some service units may require additional vehicle and equipment safety checks for specialist equipment – users of these will be advised by relevant Supervisors and the appropriate checks will be recorded in addition to the daily defect checks sheet.
- Where trailers are required, the driver must first check that both the vehicle and trailer are compatible, that suitable towing attachments are fitted, and that appropriate electrical connections are available. When required a trailer board complete with lights, number plate and indicators must be fitted and checked to ensure that everything works as it should.
- Drivers should also ensure that breakaway cables are in good condition and secured along with all jockey wheels or legs are safely stowed out of the way before setting off.
- Any Driver who does not follow the above may be subject to disciplinary action.

8.0 Vehicle Cleanliness

All Council fleet vehicles **MUST** be maintained in a clean and tidy condition both inside and out. All equipment and materials must be correctly and safely stowed and the vehicle washed as often as required to keep them clean. This is in the interest of road safety, health and safety and to present a positive corporate image to the public.

9.0 Vehicle Breakdown

9.1 General breakdown

If your vehicle breaks down, firstly you must think of other road users and:

- Get your vehicle off the road if possible;
- Warn other traffic by using your hazard warning lights and flashing beacons if fitted;
- Place a warning triangle on the road at least 45 metres behind your broken down vehicle on the same side of the road, or use other permitted warning devices if you have them – always take great care when placing them, but never use them on motorways.
- Keep your side lights on if it is poor visibility or dark
- Do not stand between your vehicle and oncoming traffic (and do not let anyone else stand there).
- At night, or in poor visibility, do not stand where you could prevent your lights being seen by other road users (and do not let anyone else stand there).

9.2 Motorway breakdowns

If your vehicle develops a problem, leave the motorway at the next exit or pull into a service area (if available). If you can not do so, you must:

- Pull onto the hard shoulder and stop as far to the left as possible, with your wheels turned to the left;
- Try to stop near an emergency telephone (situated at approximately 1 mile intervals along the hard shoulder);
- Leave the vehicle by the left hand door and ensure that your passengers do the same.
- You **MUST** leave any animals in the vehicle or, in an emergency, keep them under proper control on the verge;

- Do not attempt even simple repairs;
- Ensure that passengers keep away from the carriageway and hard shoulder, and that any children are kept under control;
- Walk to an emergency telephone on your side of the carriageway (follow the arrows on the posts at the back of the hard shoulder) – the telephone is free to use, and should be used in preference to a mobile phone;
- Give your full details to the operator, and also inform them if you are a vulnerable motorist such as a female on your own;
- Return and wait near your vehicle (well away from the carriageway and the hard shoulder);
- If you feel at risk from another person or vehicle, return to your vehicle by the left hand door and then lock all doors – leave your vehicle again as soon as you feel the danger has passed.

10.0 Vehicle Tracking

Since 2009, some of the Council's fleet have been fitted with tracking units. The trackers have enabled the Council to improve service provision, efficiency of the fleet, security of the Council's asset and the welfare of our lone workers.

Through the use of trackers we have successfully disputed alleged claims for damages, improved response times to emergency requests, disputed allegations of speeding and located lone workers when they have not returned to the depot at the allotted time.

The information provided from the tracking units can be live or historical and it is important that drivers understand that though the information has been used to support employees, it can also be used during an investigation into breaches of discipline.

11.0 Accidents/ damage

All drivers of Council fleet vehicles must contact their immediate supervisor or line manager immediately following any accident involving damage to any vehicle, property or person. All relevant details of those involved, including witnesses must be obtained at the time and included with the accident report and the insurance claims forms. **All forms must be completed on return to the Depot / Office before leaving the same day.**

If you are involved in any accident or stop to offer assistance, it is advisory to:

- Use your hazard warning lights to warn other traffic;
- Ask drivers to switch off their engines and not to smoke;
- Arrange for the emergency services to be called immediately (if appropriate) with full details of the accident location and any casualties (on a motorway use the telephone on the hard shoulder which allows easy location by the emergency services) – if you use a mobile phone, first make sure you have identified your location from the marker posts on the side of the hard shoulder;
- Move uninjured people away from the vehicles to a place of safety – on a motorway this should be as far as possible well away from the carriageway and traffic, the hard shoulder and the central reservation;
- Do not move injured people from their vehicle unless they are in immediate danger from fire or explosion;
- Do not remove a motorcyclist's helmet unless it is essential to do so;
- Stay at the scene until the emergency services arrive;
- If your vehicle has been directly involved and it is safe to do so, take any relevant photos of each vehicle involved to show any damage from the collision.

If you are involved in any other medical emergency on the motorway, you should contact the emergency services in the same way.

11.1 Documentation

If you are involved in any accident which causes damage or injury to another vehicle, property, animal or a person you **MUST**:

- Stop;
- Give your own and the vehicle owners name, address, registration number and contact details to anyone who has reasonable grounds for requiring them;
- If you do not give your name and address at the time of the accident, report the accident to the police as soon as reasonably practicable, and in any case within 24 hours.

If another person is injured and you do not produce your insurance certificate at the time of the accident to the police, or anyone having reasonable grounds to request it, you **MUST**:

- Report the accident to the police as soon as possible, and in any case within 24 hours;
- Produce all documentation required by police as requested.

11.2 Vehicle Accident Log Form – For Third Party

This sheet should be handed to the driver of the third party vehicle / property
You have been involved in an accident with a vehicle belonging to the Borough of Pendle, and may find the following information useful.
Drivers name:
Vehicle registration number:
Fleet ID number:
Service Unit:
Contact Address: Pendle Borough Council Fleet Street Depot Fleet Street Nelson Lancashire BB9 7YQ Telephone number: 01282 661743
Insurance details: ZURICH MUNICIPAL
This note does not constitute an admission of liability.

11.3 Vehicle Accident Log Form – 3rd Party Details

TO BE COMPLETED BY THE DRIVER AT THE SCENE OF AN ACCIDENT/ INCIDENT AND HANDED TO YOUR LINE MANAGER ON RETURN TO THE DEPOT/ OFFICE	
Your Details:	
Name:	
Vehicle registration number:	
Incident Details:	
Location:	
Date:	Time:
Third Party Details:	
Vehicle registration number:	
Make:	Model:
Drivers Name:	
Address:	
Telephone number:	
Insurance company name:	
Policy number:	
Number of occupants in third party vehicle (if applicable):	
Names of occupants:	
Brief description of damage to third party vehicle/ property:	

Additional notes/ diagram
Witnesses:
Name:
Address:
Telephone number:
Name:
Address:
Telephone number:
Sketch/diagram/photos of incident:
Note any Police incident number if applicable: