

**This section provides all the necessary
information you will need to obtain to
correctly deal with an accident.**

**Copies of this note section are available
from the Intranet**

Issue 2014

Drivers Handbook

Accident Supplement

Operational Support Hub: 01803
550405
Garage: 01803 402952
TOR2 Fleet Office: 01803 402987



This paperwork needs to be carried with you in the vehicle

Accident Scene Report Form

Date			
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Time of day		am	pm	
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Weather conditions (e.g. sunny / dark / stormy etc)	
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Roadway conditions (e.g. dry / wet / icy etc)	
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Accident location	
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Third Parties Details

Driver's first name	
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Driver's last name	
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Address	
City	
Postcode	

Phone number	
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Driver's licence no.	
Date licence valid to	
Class	

Date of birth		Sex	M	F
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About the Third Parties Vehicle

What type of vehicle were they driving? Write down the make, model and year.	
Registration number	
Tax expiration date	

Are they driving a company vehicle?	
Company name	
Company telephone	

Third Parties Insurance Information

Insurance name	
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Agent or name of producer	
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Telephone number	
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Policy number	
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Expiration date	
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Insured driver's name (if different from driver of vehicle)	
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Address	
City	
Postcode	

Witness List: People in the vehicle you were driving

Name	
Address	
City	
Telephone number	

Name	
Address	
City	
Telephone number	

Name	
Address	
City	
Telephone number	

Witness List: People who saw the accident who were not in the vehicle you were driving

Name	
Address	
City	
Telephone number	

Name	
Address	
City	
Telephone number	

Name	
Address	
City	
Telephone number	

Investigating Officer

Name		
Badge number		
City		
Did the investigating officer take photos of the accident scene?		
Yes	No	

Your Driver's Licence Information

Full name	
Address	
Driver licence no.	
Class of licence	
Date licence valid to	
Any restrictions?	

Your Insurance Information

Insurance company	Zurich Municipal
Policy number	QLA-05U006-0013-52
Insured driver	Torbay Council
Fleet Office	01803 402987
Vehicle make	
Vehicle model	
Vehicle year	
Vehicle registration / fleet number	

Accident scene diagram pages

- Place your vehicle on the diagram
- Place the vehicle that you had the accident with on the diagram
- Place any traffic lights or road signs on the diagram
- Place any other vehicles on the diagram as you remember

Roadways

