

# Driver Incident Checklist

## DO NOT ADMIT LIABILITY

- Date and Time of Accident
- Location (Name of Road/Junction)
- Registration Number of the Third-Party Vehicle(s)-
- Third Party Details - Name, Home Address and Telephone Number
- If Police called - Officers name and number
- Any Witnesses – Name, home address and telephone number
- Pass the Third-Party Advice Form to the Third Party at the scene
- Ring your Line/Fleet Manager immediately to Report the Accident and provide details

**Take any photos you think are relevant to the accident but always include the following**

- Damage to any Third-Party Vehicle(s) and/or Property
- Any skid marks relevant to the accident
- Any relevant road markings, road signs or traffic signals
- Photograph detailing the number of individuals within the Third-Party Vehicle

