

3 Actions for Drivers



Valuable Resource

Your Fleet Management or Driver Handbook is a valuable resource to inform drivers of their responsibilities in the event of a road crash. We recommend incorporating this Post-Crash Procedure into your handbook.



Actions for drivers following a crash

At the scene

Stop ▶ Stop your vehicle or move it to a safe place.

Assess ▶ Once you are safe, assess your own well-being and that of your passengers and/ or any third parties involved in the crash.

Get help ▶ If immediate medical attention is needed by any party, contact emergency services at <insert phone number>. If the police or the fire services are needed, contact them at <insert phone number>.

Describe the crash ▶ Once the above actions are completed, determine if the crash is minor, serious or major, using these descriptions:

Severity	Description
Minor	Incident involving damage to vehicles
Serious	Incident requiring medical attention to one or more persons or significant damage to vehicle
Major	Incident resulting in serious injury or fatality

Report ▶ As soon as it is safe to do so, report the crash using one of the definitions from the chart to describe the severity. Contact the following person: <insert name and 24-hour phone number for specified contact>. S/ he will inform you of your next steps.

Take safety measures ▶ Take safety measures where needed, such as placing caution signs around the crash scene, then safely alert other road users of the hazard.

Collect details ▶ Collect as much information about the crash as you can, including:

- ▶ Date and time
- ▶ Location
- ▶ Weather
- ▶ Third-party details
- ▶ Direction each party was travelling



Take photos► If a camera is available, photograph the crash scene from as many different angles as possible. Take pictures of any damaged vehicles or property, as well as road measurements.

Complete forms► Follow the instructions on the Crash Scene Information Form and hand out the Third-party Copy Form to any third parties involved. Complete the At-the-Scene Driver Reporting Form before you leave the scene.

Wait for the police► If the police have been called, do not leave the crash scene until they have arrived to take a statement – unless it is not safe to stay there.

Drive only if safe► Do not drive the vehicle involved in the crash if it is no longer roadworthy, this includes the steering, lights, tyres, brakes and windscreen.

Check for symptoms► If you experience any symptoms after the crash that make you think you have an injury, seek immediate medical attention and inform medical services.

Police involvement

If the police arrive at the scene of a road crash, follow these steps:

Agree with requests► If you are asked by the police to take a breathalyser test, comply with the request. Refusing to take the test without a reasonable cause may make you liable to prosecution.

Give a police statement► Provide a police statement if you are asked to do so by a police officer.

The statement should be shared only with the police officer and not in front of other witnesses.

Do not accept blame► Do not make a statement with any person other than a police officer, and do not admit to any responsibility related to the crash.

Do not move the vehicle► Do not move the vehicle until the police have given you permission to do so.

Leaving the scene

Before you leave the scene of a road crash, you should complete the At-the-Scene Driver Reporting Form, even if there is no obvious damage to your vehicle. The completed form should be given to the Transport Manager.



If you have any doubts about the roadworthiness of your vehicle, contact the Transport Manager for further advice.

Back at base, the driver must complete the Driver Post-Crash Reporting Form, describing:

- ▶ Any injuries to persons or animals
- ▶ Damage caused to any vehicles or other property
- ▶ The crash scene, including road layout and position of the vehicles (provide a sketch if no photos are possible)
- ▶ A statement of events that led to the crash
- ▶ Full names, addresses and telephone numbers of 3rd parties involved
- ▶ Full names, addresses and telephone numbers of any witnesses
- ▶ Details of any emergency service personnel in attendance

Call Duty Operations staff ▶ If you are not likely to be back at your depot within 24 hours, you must phone your duty operations staff immediately and share the full details of the road traffic crash from the At-the-Scene Form and the Driver Post-Crash Form.

Call Fleet Manager ▶ If the road traffic crash has resulted in injury to another person, domestic animal or property, you are to report to the fleet manager within 24 hours in person, if not reported at the scene.