Transportation, Travelling, Vehicles

Vehicle or Property Accident Report Form.

If you have been involved in an accident you will need to complete the accident report form (https://form.jotform.co/iconic_productions/accident-form-vehicle).Â

The form should be completed within the first 1 hour of the accident and should not be done overnight or the next day.

Being involved in an accident can be a very traumatic experience.Â If you are involved in a vehicle accident it is imperative that you do the following.

1. Stay calm and contact your Emergency Department Phone (Australia is 000 / USA is 911 / UK is 999)

2. Contact your Supervisor and inform them of the accident.

3. Do not move the cars, unless told to do so by the police.Â Tow Truck Drivers do not have authority to manage accidents or inform any person to move the vehicles.Â The vehicle must remain exactly where the accident occurred until police arrive or details have been exchanged and photos have been taken.Â This is very important for the assessment of the insurance.Â Moving the vehicles can make you liable for the accident, if you have not been instructed to by a police officer.

    1. If involved in any type of accident, you should always take a photo of the vehicles (wide shot) of the accident.
    2. It is not a photo of just Iconic's vehicle in a wide shot that we need.
    3. When involved in an accident,
        1. switch off the engine
        2. and remove the key from the vehicle
        3. do not move any of the vehicles from the point of impact until all details are exchanged and all photos are taken. This is important to prevent a drive off by the other drivers and to obtain proof the point of impact of all vehicles to verify what you have stated in your accident form. Without a wide shot of the accident of all vehicles/property there is no proof and you could be responsible and liable.
        4. Take a photo or video of the license place and upload that on the accident form for evidence.
        5. Only then when all driver details are exchanged and all photos are taken, if it is safe to do so proceed to the next steps.

4. Do not provide, offer or accept responsibility or blame for the accident.Â

5. Find a safe place off the street on the kerbside and then proceed to obtain the details required in the below point.

6. Obtain the following details from the other party and if there are multiple vehicles then of all the involved parties.
    1. The Full name (first and last/surname)
    2. A photo of the front and back of their driver's license.Â **Has to be a photo?**
    3. A photo of the registration (license) plate of all the other vehicles involved. **Has to be**

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a photo?

4. A photo of our vehicle and all the other cars or property involved.Â Take multiple photos, wide, close up and medium shots.
5. Contact telephone number of the other party
6. The Address of the other parties, if not on the license.
7. The make and model of all vehicles or property involved in the accident.

You may not be trained mechanic or vehicle technician it is important to remember safety always first. If a vehicle is involved in an accident you do not know what leaks, damages are being done or have been done to the vehicle at the time of the accident. If there was a leak and you start the engine of the vehicle, how do you know that you won't cause an explosion? You don't. So remember when involved in an accident, **DO NOT MOVE THE VEHICLES** from the point of the accident until all details are exchanged, all photos are taken and it is safe to do so.

If the other people want to move the vehicles you can't stop them, but you should start taking pictures immediately and tell them that it is not safe to do that right now and first the details should be exchanged and photos taken. Also this is a could safe thing to do because it means they cannot drive off and if other cars pass by they could be witnesses to the accident or drive off with their own dashcams.

Questions Asked and Answered:

1. David Phillip | 30-Aug-2020 11:14 |
   Question: what is the procedure and advice that a chauffuer gives to a ccrp if an accident occurs whilst on a chauffuer run with a ccrp in vehicle?
   a. answered by John Khoury 31-Aug-2020 07:57
      a. Company Policy is always SAFETY FIRST.Â
      b. If you are involved in a car accident with a passenger in the car and a human being is injured the following procedure should be followed.
         i. Contact 000 if there is an injury to any person.
         ii. If First AID trained and it is safe to do so apply First Aid to the injured persons.
         iii. If not FIRST AID trained, reassure the injured person that emergency has been contacted and is on their way.
         iv. Remember the company policy regarding the use of the word Sorry.
      c. If you are involved in a car accident with a passenger in a car and there are no significant injuries and it is a minor accident the following procedure should be followed.
         i. If SAFE to do so, ask the passenger if they can exit the vehicle. For everyone's safety it is better to allow the passenger to exit themselves as they may have been injured and not know it and your contact with them could aggravate the unknown injuries.Â This is also a good way to determine if the passenger has an unknown injury by asking them to exit/move on their own.Â If an unknown injury is present by them moving they would feel any potential injury.Â If this occurs refer to POINT A above.
         ii. Once the passenger has exited out of the vehicle encourage them to remain at the safest location kerbside away from the traffic. Provide minimal assistance for the passenger's mobility to kerbside.Â ***NO PERSON SHOULD BE LEFT OR REMAIN IN THE CAR THAT WAS INVOLVED IN THE ACCIDENT unless the passenger is injured and cannot be freed safely from the car.***
         iii. Ask the passenger if they are well, feeling sleepy, have pains, nauseous and document this on the Vehicle Accident form.
         iv. If the passenger is well and there is no need to contact emergency reassure the passenger that you will document everything regarding the accident and ask them if they would like another vehicle organised

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for them.

v. Ask the passenger if you can provide any assistance for them and all requests need to be approved by an Iconic Supervisor before providing the assistance for legal verification.
vi. Complete the vehicle accident report from and document the things provided or mentioned to the passenger, ensure you take the passenger's details to document on the vehicle accident form.
vii. There is nothing else you are required to do or reassure or say to the passenger external of this procedure.Â Subtle injuries can display minutes or hours after the accident.Â Therefore while the passenger is still at the scene of the accident maintain regular conversation with the passenger if SAFE to do so and in the event the passenger shows signs of detoriation in health refer to POINT A above regarding the emergency procedure.Â
viii. The passenger may leave the scene of the accident once the details of the passenger have been obtained and documented. Document the time the passenger left the scene of the accident.
ix. Remember the company policy regarding the use of the word Sorry.

d. Refer to first aid websites about First Aid Training in a vehicle accident. REMEMBER SAFETY ALWAYS FIRST. If you are not sure of yourself with the steps in providing first aid, seek advice from an experienced person.Â
REMEMBER IN PROVIDING FIRST AID - Safety always first to yourself before any other person.
i. https://www.rms.nsw.gov.au/roads/safety-rules/safe-driving/after-crash.html

ii. At an accident = https://roadsafety.transport.nsw.gov.au/stayingsafe/emergencies/after-a-crash.html
iii. First Aid at a car accident = https://www.survivetheride.org/riders/first-aid/

Attached files:

Unique solution ID: #1389
Author: n/a
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