

RSA FleetActive Sample Road Traffic Accident Procedure

Introduction

The procedure to be followed where a Company vehicle is involved in a traffic accident is summarised below: The following definitions are given for the purposes of traffic accident procedures only:

Traffic Accident:

A Company vehicle has been involved in a traffic accident if it is established or alleged that:

- Whether moving or stationary, it is involved in collision with another object causing injury to a person or domestic animal, or damage to any vehicle, goods or any other object.
- By its presence, but without physical involvement, it contributed towards the cause of the accident in which injury or damage occurred.

These instances apply whether or not the accident occurs on Company property.

Company Vehicle:

Any mechanically propelled road vehicle or any trailer or toed vehicle or plant owned by the Company or for which it is responsible.

Company Driver:

Any employed person who with, or without authority, was driving or controlling the Company vehicle at the time of the accident, or alleged accident. A driver is strictly forbidden to allow unauthorised persons to travel in his or her vehicle, and will be rendered liable to instant dismissal if he / she fails to comply with this order.

Domestic Animal:

This means any horse, cattle, ass, mule, sheep, pig, goat or dog.

Legal Obligation

The following are the driver's legal obligations:

- The Road Traffic Act requires that the driver of a vehicle involved in an accident shall STOP and if required, give his /her name, address, and the name and address of the owner, and identification marks of this vehicle to any person having reasonable grounds for requiring this information. Should he be unable to do this he / she must report the accident to the police within 24 hours.
- Accidents must be reported to the Company within 24 hours on the form provided. This report provides the material on which legal advice, where necessary, is taken on behalf of the driver of the Company vehicle.

On return to depot the Manager responsible for the driver shall complete an Incident Report Form, which will include a full internal investigation.

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Actions at the Scene of the Accident

- Stop and switch off the engine (anti-fire)
- Check for damage
- Contain any spillage
- Control traffic where necessary
- Attend to injured
- Take fire precautions – no smoking
- Send for any of the following if required:
 - Fire Brigade
 - Ambulance
 - Police
- Contact and inform the relevant Depot / Department
- Using the Traffic Accident Form (Drivers should always be in possession of one)
- Obtain full names and addresses and telephone numbers of all witnesses
- Obtain full particulars of any Police Officers present
- Note any apparent damage to the other vehicle or property
- Note nature of injuries to persons or animals

NB. Keep calm and be polite and do not, under any circumstances, admit liability. The circumstances and the nature of the cargo exact will dictate the sequence of action.

If the Police are in attendance, ask their permission to leave the scene of the accident. Report the accident immediately to the Operations Department and hand in the completed Road Traffic Accident Form, along with a complete signed statement of the facts, within 24 hours of the occurrence (by telephone or fax)

Action by the Company

- In the event of any traffic accident the Company are to give immediate notice to the Insurers if a Company vehicle is involved. Likewise, on receipt of a High Court Writ or County Court Summons in connection with a claim the matter is to be reported to the Insurers immediately for instructions.
- All traffic accidents are to be investigated and processed by the Company.
- The Company investigator shall be a member of the Company Staff nominated by the Company Chief Executive. The nominated person shall carry out the investigation with the assistance of the relevant Manager or Director.

