

**YOU CAN COPY & PASTE THIS TO THE DRIVER**

KEEP CALM.

Had an accident? - Report within 4 Hours or face a fine!!

***All claims must be reported to the Express claims line immediately or you will be asked to pay the £500.00 policy excess\****

***If the claim is reported within 4 hours of happening, you will only have to pay £100.00 for a fault\*\* claim***

**Claims reporting line number:**

**0344 409 6625 (24/7)**

***If you do not report a claim within the required timescale and we receive a claim from another party - an additional fine may apply and could result in loss of your job.***

What to do if you are involved in an accident?

Stay Calm, Keep safe

Call for help –If you or anyone else has been hurt in the accident, call the emergency service 112 or 999

Don't put yourself in danger –Stand a safe distance away from your vehicle and the road.

Don't admit liability – Even if you think the accident was your fault

Take down the details –You need to write down and keep the following information:

- The date, time and exact location of the accident

- The name, address and phone number(s) of the other driver(s)
- The make and model and registration number(s) of the other vehicle(s)
- The name, address and phone number(s) of any witnesses, including passengers
- Details of any injuries and of attending police officers and reference number
- The damage to both yours and the other Vehicle(s)
- The insurance details of the other driver(s) if possible
- The number of passengers in any third-party vehicle(s)

Take photos of the accident scene, you can never take too many photos, show positions of the vehicles involved, any skid marks, and any damage, record the number and details of all passengers in yours and any other parties' vehicles.

\*Excess payments will be deducted from weekly rent regardless of fault.

\*\* Fault claims are claims where we cannot recover our costs from the other party

Any accidents or incidents must be reported to Jason or the office as soon as possible. If you are upfront with reporting any knocks and scrapes this will reflect on the cost to you.

Any accidents or incidents whilst undertaking school transport must be reported to the office as soon as possible do not complete your run until you have spoken to the office. A member of staff from the office will contact school, parents or guardian if necessary.

Minor accidents or incidents can be reported to Jason the next day. But must always be reported to the insurance company within 4 hours

Any emergency situations should be reported to the office as soon as possible, if necessary, contact with Jason will be made by office staff.

If your vehicle requires recovery, please contact the controller as they have instructions on what to do if a vehicle requires recovery.

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**Within 4 Hours!**