



IN THE EVENT OF A ROAD TRAFFIC ACCIDENT



WHAT DO I NEED TO DO AS A DRIVER?

1. Stop the car as soon as possible – it's an offence not to do so.
2. Make sure you are in a safe area. Turn off the engine.
3. Switch the hazard lights on.
4. Check for any injuries to yourself or your passengers.

IS ANYBODY INJURED?

(that means anyone with you, or any other person involved in the accident)

YES

NO

Call 999, and stay with injured person(s) until the Emergency Services arrive.

REMEMBER - DO NOT ATTEMPT TO MOVE THE INJURED PERSON BUT KEEP THEM CALM

Call us at the office and our claims team will help.

Telephone number **01623 663110**

Take photos of all damage to all vehicles involved, preferably in the position immediately following the incident, including road layout where possible.
Take note of the weather conditions, and time of the accident.

IS THERE A THIRD-PARTY PRESENT?

YES

NO

Exchange insurance details with the third-party driver. Try to get as much information as you can, we've set out the basics overleaf, **BUT** at least make sure you have the car registration number. This will make sure the vehicle can be traced.

UNDER NO CIRCUMSTANCES ADMIT FAULT

Give yourself time to think!

If there is damage to your vehicle, you may need accident recovery, if it is not driveable. The sooner we can speak to you and report the claim to the insurers, the sooner we can advise you what will happen.

Your policy may include roadside assistance, which can be triggered with the claim report, or the insurers may wish to arrange roadside recovery.

When should I always call the police?

- If the other driver or drivers leave the scene without giving details.
- If you think the other driver has no insurance or is under the influence of drink or drugs.
- If you suspect that the other driver caused the collision deliberately.
- If anyone involved in the accident is injured.

AIPS Claims Team are here to help



IN THE EVENT OF A ROAD TRAFFIC ACCIDENT

WHAT DO I NEED TO DO AS A DRIVER?



You will need to complete an Accident Report Form as soon as possible, so (if the insurance is not in your name) report the accident to your employer or the policyholder at the earliest opportunity

Here is the information you will need from the **third party** at the scene:

Vehicle Registration Number:	
Car Make and Model:	
Name of Driver:	
Driver's address:	
Driver's Telephone Number:	
Who owns the vehicle:	
Who insures the vehicle:	
Insurance policy number:	

When calling to report the accident you will also need **your own** details:

Date and Time of Accident:	
Vehicle Registration Number:	
Car Make and Model:	
Name of Driver:	
Driver's Address:	
Driver's Telephone Number:	
Insurance Policy Number:	
Names of any passengers:	
Insurance policy number:	
A description in your own words of what happened:	

When you call us, we'll talk you through what to do, and we'll make sure you know who you're talking to, so take down a name and you'll then have someone to contact if you have any concerns.

AIPS Claims Team are here to help