



It is extremely important that all employees of **CP Transport Solutions LTD** make full use of the near misses and minor accidents forms provided in each vehicle, and report back to the office with any information you may have. **CP Transport Solutions LTD** aims to cut down on any accidents by learning from them; we can then either offer more training or put in procedures if not present to prevent it from happening again.

**It is the driver's responsibility to make sure that:**

- The form is completed fully, no empty boxes to be left.
- The office is informed of a near miss or minor accident and the form handed in.
- The form is accurate and honest, as false information could lead to instant dismissal.
- That each vehicle has ample amount of forms.

**A few examples of near misses and minor accidents:**

- Near miss with oncoming car / parked car.
- Near miss from cyclists or other road users.
- Minor accidents such as small dents, bumps, broken wing mirrors and lights.

Failing to adhere to these rules will lead to disciplinary action or termination of contract.

This policy will be kept under review to ensure that it continues to meet its aims.

**This policy applies to all employees of CP Transport Solutions LTD.**

**Signed**

**Daniel Peach – Company Director**

**Date: 06.09.17**