



**CP Transport Solutions LTD** has a simple and effective procedure in place to be followed when a Company vehicle is involved in a traffic accident, it is vital that before filling in the accident form that will be in the vehicle (glove box) that you take the following steps to ensure your safety and others around you.

- 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 CP Transport Solutions LTD on 01603 446335
- Use Accident Form (located in glove box)
- 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 the nature of the injuries to persons or animals

**NOTE:** Keep calm and be polite do not, under any circumstances, admit liability.

**CP Transport Solutions LTD** will make sure all traffic accidents are to be investigated and processed in a timely and efficient manner **CP Transport Solutions LTD** have policies in place to prevent accidents and take measures to constantly update and train our drivers to be safe on the roads.

**Please inform the office if your vehicle has no accident sheets and we will replace them as soon as possible.**

**The following is the driver's legal obligation:**

- The Road Traffic Act requires that the driver of the vehicle involved in an accident shall STOP and if required, give his /her name, address, and the name and the address of the owner, and identifications marks of this vehicle to any person having reasonable grounds for requiring information. Should he be unable to do this he /she must report the accident to the police within 24 hours.

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**