Accident? What to do at the scene

Keep this card in the vehicle
Fleet driver accident card

If anyone is hurt, or the road is blocked or dangerous, call 999 first.

1. **Stop safely**
   You must stop if anyone or anything is damaged or hurt. Hazard lights on, engine off.

2. **Keep everyone safe**
   Move away from traffic if you can. Wear a hi-vis vest if you have one.

3. **Give your details**
   Give your name and address, the vehicle owner's name and address, and the registration to anyone who has reasonable grounds to ask.

4. **Show insurance if someone is hurt**
   If you cannot show your insurance certificate at the scene, report to the police within 24 hours and show it within 7 days.

5. **Report to the police if needed**
   If you could not give your details at the scene, report it to the police as soon as you can, and within 24 hours at the latest.

6. **Record everything**
   Fill in the other side of this card and take photos of the vehicles, damage, road and any injuries.

7. **Do not admit fault**
   Stay calm and polite. Do not agree who was to blame or offer to pay.

8. **Tell your manager today**
   Call the number on the back as soon as it is safe. Report every incident, however small.

Based on the Highway Code, rules 286 and 287 (GOV.UK). General guidance only: follow your employer's procedure and your insurer's claims instructions. Free template from MyMoneyComparison.com, November 2026. MyMoneyComparison.com Ltd is authorised and regulated by the Financial Conduct Authority, FRN 916241.

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Our fleet details (fill in before you put this card in the vehicle)

Company _____ Vehicle registration _____

Insurer or broker _____ Policy number _____

Claims line (24 hours) _____ Manager to call _____

Details to record at the scene

Date and time _____ Exact location _____

Other driver's name _____ Other driver's phone _____

Other driver's address _____ Owner, if different _____

Other vehicle registration _____ Make, model and colour _____

Their insurer _____ Their policy number _____

Witness name and phone _____ Witness name and phone _____

Police officer and reference _____ Anyone injured? Who? _____

What happened, and the weather and road conditions

_____

☐ Photos of all vehicles ☐ Damage close up ☐ Number plates ☐ Road and signs ☐ Their documents, if offered
☐ Dashcam footage saved