1. **ACCIDENT/INCIDENT:**

* Stop the vehicle as soon as safely possible – it's an offence not to do so.
* Switch the engine off.
* Switch the hazard lights on.
* Check for any injuries to yourself or your passengers.
* If it's a minor collision and there are no apparent injuries to either party, make a note of it in case the 3rd party claim for an injury.
* Try to remain as calm as possible – its normal to be shaken after an accident/incident, take a few deep breaths and try to take stock of the situation the best you can.
* Do not apologise or admit responsibility for the accident/incident until you're completely aware of what happened. This could protect you from liability if it was not your fault.
* No admission of liability, either written or verbal, should be offered. Money should not be offered (or accepted) as payment toward accident repair.
* Exchange motoring details.
* If the accident/incident caused damage or injury share your name and the University address (small yellow card in the folder) with everyone involved – you are legally required to do this.
* Note down details of any other passengers and witnesses to the accident/incident.

1. **WHEN TO CALL THE POLICE/AMBULANCE:**

* If accident/incident occurs on live lane of a motorway.
* If the road is blocked by accident/incident.
* If there are injuries to drivers, passengers or pedestrians.
* If the other driver or drivers leave the scene without giving details.
* If you think the other driver or drivers have no insurance or are under the influence of drink or drugs.
* If you suspect that the other driver or drivers caused the collision deliberately.
* You must report the accident/incident to the police if you were unable to exchange details at the scene, if anyone was injured, or if you suspect that the other driver or drivers may have committed a driving offence.

1. **INFORMATION TO RECORD AT THE ACCIDENT/INCIDENT SCENE:**

* \*The make, model, colour, and vehicle registration of all vehicles involved in the accident/incident.
* \*The time and date of the accident/incident.
* Any injuries to drivers, passengers, or pedestrians.
* \*The driving conditions, including the weather, lighting, and road quality i.e. whether it's wet or muddy, condition of the road surface, streetlights on etc.
* What sort of damage was caused to vehicles/property and pinpoint where – e.g. nearside front wing and door damaged, garden wall damaged etc (nearside is the passenger's side of your vehicle, offside is the driver's side).
* The names and contact details of any witnesses.
* \*If safe to do so, use your mobile phone to take pictures of the scene, the positions of the vehicles involved, and damage to the vehicles or property.
* If no one else is involved in the accident/incident, e.g. you caused damage to private property or a parked car, you should leave a note where the owner can see it with your details/the yellow card from the folder. If you leave the scene of an accident/incident without leaving your details, you could be prosecuted.
* It is the driver's responsibility to complete a Motor Vehicle Incident Report giving details of any accident/incident involving a university vehicle or hired vehicle on university business, no matter how minor. The report must be completed and submitted to Transport Services as soon as possible. Incident report forms can be found in the folder or accessed here - [Report a Motor Vehicle Incident](https://www.gla.ac.uk/media/Media_704353_smxx.pdf)
* Drivers are reminded that they are legally obliged to inform their personal insurance provider of any accidents/incidents resulting in an insurance claim.
* All university insurance claims are always submitted in the name of the driver.

\* Your co driver can do this

1. **IF UNIVERSITY VEHICLE IS NEEDING RECOVERED DUE TO AN ACCIDENT/INCIDENT:**

* Call the University insurers Zurich Municipal on 0800-055-6767 and select opt 2 then opt 1…Urgent Roadside Assistance.
* Give full details to operator – what3words app can be used for your exact location; <https://what3words.com/>
* Use the University SafeZone app to inform security staff; [SafeZone App](https://safezoneapp.com/)
* Wait in a safe place for recovery team.
* Inform Transport Services on 0141-330-5330 or [ecs-logistics@glasgow.ac.uk](mailto:ecs-logistics@glasgow.ac.uk)