



# HAVELOCK SCHOOL & COMMUNITY MINIBUS

## In Case of Accident

A guide when you may not be thinking clearly

- Stop and give assistance. Check that you, your passengers and those in other accident vehicles or pedestrians are not injured. If anyone is injured, call 111 for Ambulance and Police assistance.
- Turn off the ignition of all vehicles as a fire precaution. If there is a fire, call 111 for Fire Brigade.
- Call the Police if there are any injuries, or major damage and the vehicles are undriveable.
- If vehicles are driveable, park in a safe location to exchange details. If not, activate hazard warning lights (if workable) and wait in a safe place until Police arrive.
- Complete the Accident Details Report, Other Driver's Details and Insurance Request Form so you can provide this to the school. Contact the Principal on 027 448 4789.

## Accident Details Report

Fill in this form as soon as you can after your accident as it will help you accurately recall the details when asked

<b>Date</b>					<b>Time</b>					
<b>Location</b>										
<b>Road Conditions Details</b>	Dry		Wet		Other					
<b>Weather Conditions Details</b>	Dry		Wet		Foggy		Other			
<b>Light Conditions Details</b>	Excellent		Good		Dull		Night		Other	
<b>What signal/s were given by other driver/s?</b>										
<b>What signal/s were given by you?</b>										
<b>Estimated speeds of vehicles?</b>			<b>Yours</b>				<b>kph</b>		<b>Others</b>	
										<b>kph</b>
<b>Estimated distance that you first saw the other vehicle</b>										<b>m</b>
<b>Accident Details</b>										

Is your vehicle driveable?	Yes	No
Detail of damage to your vehicle		
Draw a diagram of the accident		
Symbols	<input type="checkbox"/> Your vehicle <input checked="" type="checkbox"/> Other vehicle           ☺ People           * Point of impact           → Direction	

## Important Information

Don't stress or panic if you've had an accident. Just use this form to gather the relevant details from the other driver/s to make it easier when making a claim or testifying in court.

Other Driver's Information					
Name					
Address					
Phone #	Home		Work		Mobile
Licence #			Vehicle Reg #		
Insurance Co					

Police/Witness Information	
Badge ID/Name	
Contact details	
Badge ID/Name	
Contact details	

Exchange details with other drivers, owners or witnesses such as:

- Names
- Addresses
- Phone numbers
- Car registration
- Insurance company details
- take photographs of vehicles and the surrounding area – another person can do this while you are busy – use a cell phone

If an uninsured driver hits your car, it's important that you also identify:

- The driver (by licence number if possible)
- The car and licence number
- Witnesses and their contact details
- The Police Officer contact details (if applicable)

### **If you're in an accident**

If you happen to be in an accident the school's insurer is there to help you, no matter who's at fault.

It's important to remember that you should not admit liability or try to settle a claim. This limits how the school's insurance company can sort things out with anyone else involved – and it may cancel out the claim.

If you're pressed say, "I need to talk with the vehicle's owner and insurance company. They'll know what to do."

Nobody plans to have a car accident but sometimes they are unavoidable. If you do get caught up in an accident it is important to try not to panic as that can only make things worse. Just aim to keep a clear head and collect as much information as you can from the scene.

Here are a few things to keep in mind every time you head out on the road:

### **Prevention is always better than cure**

Of course you can't always stop accidents happening, but you can greatly reduce the chances by driving defensively. Whenever you're out on the road, drive safely and try to anticipate what everyone else will do. If you always expect other drivers to do something stupid it will come as less of a surprise when they actually do and you'll end up with more time to take evasive action.

### **Leave your mobile switched off**

No call or text message is so important that it's worth crashing for – and it's illegal. Call them back once you've pulled over or reached your destination, it's what people did for decades before mobiles were invented.

### **Safety first**

If you are unlucky enough to be involved in a serious accident, the most important thing to consider is your own personal safety THEN the safety of any others involved. Don't just jump out of your car straight away in case there are other vehicles just arriving at the accident. Once you're sure you're okay and there is no further threat of danger, go and see if the other driver/s are all right. If they're in a bad way, don't try and move them as they may be suffering from spinal injuries – just call for an ambulance.

### **Turn on your hazard lights**

Give other drivers advance warning of your accident by turning on your hazard lights as soon as possible.

### **Look for witnesses**

Even if your accident is relatively minor see if you can find a witness on the scene and make sure you get their name and phone number. Their testimony could help speed up your claim processing.

### **Call the police**

Many people think the police should only be notified if it's a major accident, whereas you should really notify them after ANY accident. Remember this if the other driver tries to convince you to not call the police and/or not file a claim. If you let them do that they can just as easily claim that the accident never happened, or that it was your fault. It's a lot harder for them to dodge responsibility with the authorities around, so call 111 straight away and let the cool heads of the police take charge of the scene.

### **Swap details with the other driver(s)**

Don't get mad; just get their details. As soon as you've checked that everyone is okay, get the other driver's licence plate, name, address and insurance company. Don't get drawn into any roadside argument about liability, that's for the police and insurance companies to sort out. You just need to get the information they'll need to do it. Weather and / or road conditions may prove useful too.

### **Beware of delayed reactions**

Often emotions brought about by a car accident can hit home later so even if you feel okay and your car is all right to drive, you may suffer from a delayed shock reaction. The last thing you want after a car crash is another car crash. Consider getting a friend or family member to help move your car and keep you company.

### **Need towing?**

If your car is badly damaged you'll need to organise it to be towed. Your car manufacturer or insurance company may have towing as part of your **roadside assistance cover - Call 0800 900 505 with the vehicle's # plate JBK180.**

### **File an insurance claim straight away**

Even if you don't want to make a claim, let the school's principal (insurance company) know about it anyway as you don't know what the other driver might be saying about you.