



# How to Report a Road Traffic Incident

It's not something we like to think about but accidents do happen. Read our guide which provides tips on how to report a road traffic incident.

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# How to Report a Road Traffic Incident

## What you need to do:

### Immediately

- Stop. However minor you think the incident is – failure to do so is an offence
- Switch off your engine
- Turn on your hazard warning lights to warn others
- Identify your location
- Call the emergency services if:
  - Your vehicle is blocking the road
  - Someone is hurt or you have damaged a vehicle, animal or property
  - If someone leaves the scene of the incident without providing details
  - Be seen, be safe

### Do

- If it's safe to do so, uninjured people should leave the vehicle and find a safe place to stand
- Complete an incident form
- If the emergency services are called – stay at the scene until they arrive

### Don't

- Move injured people unless absolutely necessary
- Remove a motor cyclist helmet unless essential
- Accept blame for the incident as it may not be obvious who was responsible or what the extent of liability is
- Smoke or allow others to smoke
- Accept any offers to avoid insurance claims or cash alternatives

### Information Required

Before you leave the scene of the incident you will need to take note of any third party drivers involved and collect the following details:

- Name + full contact details
- Vehicle registration number
- Insurance company
- Insurance policy number

You should also make a note of any witnesses:

- Name + full contact details
- Vehicle registration number
- Name of any attending police officers

Make a note of weather conditions, road quality, lighting and any damage to property.



### Tip:

If you have a mobile device with a camera remember to take photographs of the scene.