



Below are some steps we recommend you take if you are involved in collision.
It's a good idea to print a couple of copies of this form to keep in your glovebox.

At the Scene Stop your car immediately. You can be heavily penalised for failing to stop after a collision.

Help injured persons Help anyone who is injured from their vehicles and make them comfortable. Do **not** move seriously injured people before trained help arrives unless to avoid further injury from traffic, fire or explosion. Call an ambulance if necessary.

Prevent further collisions Ask bystanders to warn approaching traffic. Do not stand on the roadway. Where possible, clear the roadway of people and vehicles.

Arrange a tow if your vehicle can't be driven away

NOW IS THE TIME TO EXCHANGE DETAILS			
Provide these details to the other driver and record their details below			
Drive Name:			
Address: (as it appears on licence)			
Ph Number:		Email:	
Licence No:		Date of Birth:	
NOTE DOWN THE DETAILS OF THE OTHER VEHICLE/S			
Car Make:		Car Model:	
Number Plate:		Colour & Condition:	
Insurance Policy Details:			
	(name of insurer or policy number)		
Notes:	ie estimated speed, direction, use of lights/indicators and number of passengers:		

CRASH DETAILS			
Date:		Time:	
Location:			
Weather Conditions:		Traffic Conditions:	
Road markings/signals/signs:			
Record any injuries to you or others:			
Details of damage:	Include a photo or quick sketch of the scene and any damages to property:		

WITNESS DETAILS (if applicable)			
Name:		Phone:	
Name:		Phone:	
Name:		Phone:	
Police Officer Name (if applicable):		Phone:	

CALL THE POLICE IF *a person has been killed or injured, the other party fails to stop or supply details, a vehicle has been towed, any property has been damaged. If any driver involved appears to be under the influence of drugs or alcohol, also call the Police as soon as you can. Once this is completed, you are free of your obligations and can continue on your journey.*