

	<b>Road Traffic Collisions Policy</b>	<b>TPL13</b> Issue: 001 Date: 11/03/2021
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## Policy brief and purpose

This policy states the plan and procedures in place to deal with any road traffic collision that may occur involving and employee or company vehicle.

## Scope

This policy is for any employee or persons that drive any vehicle registered under K Rouse Civil Engineers Ltd. These people are to follow all the steps guide lined with the policy elements to ensure all legal routes are covered and that any issue can be dealt with promptly, efficiently and to the satisfaction of all those involved.

## Policy elements

K Rouse Civil Engineers Ltd will do all that is reasonably practical to prevent road traffic collisions wherever possible through the implementation of FORS e-learning modules, driver training and in house educational talks on road safety. If, however a road traffic collision is to take place the company will follow these steps to ensure the process is dealt with professionally and legally correct from start to finish.

- After a road traffic collision has taken place ensure all parties involved receive any medical treatment needed as a first step (Where necessary).
- Call any authorities that may be affected or any relevant bodies to report the accident.
- If the collision is with a parked vehicle take down the make, model and any other details available while leaving yours and your company details for them to find.
- Once people involved are deemed ok and the area is safe, proceed to complete an at scene driver collision report form.
- Once returned to head office complete the driver post collision form.
- The fleet manager / collision investigator must then fill out a manager post collision form making sure all information is gathered and liaising with all parties involved.
- A post collision investigation report must then be completed by the collision investigator, this includes a driver interview, analysis of findings and an investigation outcome.

- All road traffic collisions will be recorded and stored for easy future access and to be used for continuing professional development.



Signed: .....Managing Director  
Date: March 2021