



CLOUGHWOOD ACADEMY

Vehicles Policy

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Although this policy has been written for Cloughwood Academy staff use, external users may find its contents useful.

1.0 Responsibilities

The Governors of the school are responsible for ensuring any vehicles operated on behalf of the school fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation.

The policy covers all vehicles owned by the school and leased/ hired by the school.

2.0 Legal Responsibilities

The law requires that a minibus must:

- Be adequately insured.
- Be well maintained.
- Have a valid MOT certificate (if more than one year old).
- Be taxed correctly.
- Have the correct seating with correctly fitted seat belts.
- Have an adequate first aid kit on board.
- Have a fire extinguisher (Water or Foam)

3.0 Management System

The Headteacher will ensure the following:

- All staff use the proper procedures for use of the school minibus and other vehicles.
- All drivers are familiar with, and adhere to, this policy.
- Insurance cover, MOT and tax are up to date.
- Vehicle registration documents are held securely.
- Vehicles must only be used for school business.

4.0 Drivers

4.1 Permitted Drivers

- A register of permitted drivers will be kept on the School Senior leadership File. Each entry in the register must be completed at least every 12 months (Appendix 4).
- The Licences of all drivers must be checked online with DVLA (with permission from staff) to ensure that they are permitted to drive the vehicles. This should be recorded,

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and the check repeated at least every 12 months. Copies of the licence check will be kept on file with SBM and on the SLT shared area for cover purposes.

- Every driver required to transport students will hold the MIDAS qualification renewal every 4 years.
- The legal requirements are that any person who is aged 21 or over, and obtained a car licence prior to 1 January 1997, may drive a minibus, provided the vehicle is not being operated for hire or reward. Anyone who passed a car driving test after 1 January 1997 will be licensed to drive category B vehicles only, which will cover vehicles up to 3.5 tonnes. An additional test and medical report will be required to gain a D1 licence, which covers minibuses. Drivers who passed the test before 1 January 1997 is automatically granted the right to drive Category D1 vehicles and will not need to take the new test.
- In respect of any insured vehicle, the school's insurance specifically excludes:
 - Drivers under the age of 21 years.
 - Drivers over the age of 70 years.
 - Drivers with under 12 months experience.
- Drivers must have no more than 6 penalty points. Drivers must inform the school if they receive any further penalty points. This information will be recorded.
- Drivers must notify DVLA Swansea and the school about any medical condition or defect that might affect their driving and restrictions applied by DVLA, including courses of prescribed medicine and eyesight.
- The Headteacher should monitor the performance and safety record of all who drive minibuses. If there is any doubt about a driver's competence, regardless of the type of licence they hold and their previous record, steps must be taken to investigate. The driver should not be allowed to drive school vehicles until any doubts have been satisfactorily resolved.
- It is the driver's responsibility to be aware of which categories of vehicle they are permitted to drive, with or without trailers.

Drivers must inform their line manager immediately if charged with any motoring offence, regardless of whether the offence was committed in their own vehicle, a school vehicle or any other vehicle. Similarly, any previous convictions should be made known to the Headteacher before a new/prospective minibus driver is allowed to drive a minibus.

If a driver is convicted, with the licence endorsed and penalty points imposed, the Headteacher must consider whether the nature and severity of the offence pose any risk to minibus passengers. It may be appropriate to reconsider that individual's position, and at the very least arrange for their minibus driving skills to be reassessed. The Governors must be consulted before a decision is made about allowing a convicted driver to continue driving a minibus.

If, on conviction, a driver is disqualified from driving then clearly, they must desist from all driving with immediate effect.

On disqualification of up to six months duration, drivers may be banned from driving a school vehicle for a period of up to two years from the end of the disqualification period.

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They may be required to undergo minibus driver training and assessment before driving a school minibus again.

Where a disqualification is for a period of more than six months, the driver may be banned from driving a school vehicle for a period of up to five years from the end of the disqualification. They may be required to undergo minibus driver training and assessment before driving a school minibus again.

Before a disqualified driver is allowed to drive a minibus again, take care to ensure that there are not restrictions on the category of vehicle they are allowed to drive subsequent to the offence.

The imposition of these bans over and above the disqualification period is not arbitrary but conforms to the potential pattern of re-offending for serious driving offences. Given the enormous responsibility of conveying passengers in a minibus, the school's prime concern must be passenger safety. Conviction for a serious driving offence must give cause to doubt an individual's judgement and driving ability. Such doubt can only be dispelled after a reasonable period has elapsed in which the driver has demonstrated that they are not likely to re-offend.

4.2 Drivers/Second Driver/Escorts

On all journeys involving students, whether using a personal vehicle or a school minibus, the driver must be accompanied by an escort.

For journeys outside of Cheshire, the escort should, wherever reasonably practicable, be a permitted driver to ensure continuity of transport arrangements and to provide cover should the designated driver become unable to continue the journey.

4.3 Use of personal vehicles

The use of personal vehicles for transporting students should only occur in exceptional circumstances and in response to a medical emergency. Where a school minibus is available, this must be utilised in preference to a personal vehicle.

Personal vehicles must not be used for routine student transport. The transportation of students in a personal vehicle is permitted only where there is an immediate medical need, and the use of a school vehicle is not practicable or would result in an unacceptable delay in obtaining appropriate medical treatment. All such incidents must be approved by the Headteacher prior to the journey.

Only members of staff who have completed and signed the **Minibus Driver Application Form** (Appendix 4) annually, providing evidence of driving licence, business insurance and a valid MOT certificate (where applicable), are permitted to transport students in their personal vehicle.

Where a member of staff chooses to use their own vehicle to attend meetings, training events, conferences, or any other activity undertaken on behalf of the Academy or Trust, it

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is their responsibility to ensure that their motor insurance policy provides appropriate business use cover. The Academy and Trust will not accept liability where a member of staff has failed to obtain the correct level of insurance. By using a personal vehicle for school business, the member of staff confirms that they have the appropriate insurance cover and that their vehicle complies with all relevant legal requirements

It is the responsibility of the member of staff to ensure that they maintain:

- A valid full driving licence;
- Appropriate motor insurance, including business use where required;
- A valid MOT certificate (where applicable); and
- A roadworthy vehicle that complies with all legal requirements.

Copies of the driving licence, insurance certificate and MOT certificate (where applicable) must be provided annually to the School Business Manager (SBM) to enable the necessary compliance and eligibility checks to be completed. Staff must immediately notify the School Business Manager of any changes that may affect their eligibility to transport students, including driving endorsements, disqualification, changes to insurance cover, or vehicle status.

4.4 Driver's Hours & Breaks

- Drivers must take at least a 15-minute break from driving after 2 hours.
- Longer journeys must be considered as they arise, a risk assessment should be completed considering the length and time of the journey, the number of drivers on longer trips, safe driving hours, and regular breaks for passenger and driver comfort.
- If the trip takes place after the usual working day, special attention must be given to the issue of driver fatigue.
- Where journeys are likely to last longer than 2 hours, or the working day including driving time exceeds 8 hours, a second driver must be taken to share the work and reduce the risk of driver fatigue.

4.5 Alcohol and other intoxicating substances

Everyone driving School vehicles will adhere to the following:

- No alcohol or other intoxicating substances to be consumed during the working day.
- No alcohol or other intoxicating substances to be present in your system when driving. Be careful about consumption during the previous evening. If in doubt, do not drive.
- It is an offence to drive under the influence of alcohol or any other intoxicating substances, including, but not limited to prescription medication, and anyone caught will face prosecution and serious disciplinary measures.

4.6 Mobile Phones

It is an offence to drive whilst using a mobile phone (for calls, satnav or music) even if the vehicle is stationary. From March 2017 anyone caught will face 6 points and a £200 fine. The Police recommend that mobile phones are kept in the glove box whilst driving.

5.0 Driving Procedures

5.1 Size/capacity of minibuses

- The capacities of vehicles must not be exceeded.
- The height and passenger capacity of each vehicle should be clearly stated in the vehicle.
- The "3 for 2" concession, which allowed three children under the age of 14 to share a double seat in a minibus or coach, no longer applies where seats are fitted with belts. Where seatbelts are fitted, each child must occupy one seat.

5.2 Seatbelts

- Seatbelts must be always worn. It is the Escort's responsibility to ensure that all passengers are wearing seatbelts properly before a journey commences.

5.3 Children in the front seats

- Children should where possible sit in the back of the vehicle to avoid distraction of the Driver. However, where necessary students over 135cm high are permitted to sit in the front seats.
- Children under 135cm high will require booster seats to travel in the front seats of a minibus.

5.4 Booster Seats

- Booster seats must be used in all vehicles for children under 135cm in height. From March 2017, backless child booster seats will only be approved for children taller than 125cm and weighing more than 22kg.
- Booster seats are stored in the main office, and it is the driver's responsibility to ensure students are seated in the seats before driving commences.
- The driver or supervisor must ensure that booster seats are available for all children who require them.

5.5 Boarding and Alighting

The driver and escort must wear Hi-Visibility vests when escorting the boarding and alighting of children in public locations. These are kept on the minibuses to ensure they are available, please check before leaving site.

5.6 Reversing

- The reversing of vehicles is an important part of driving a vehicle and is potentially the most hazardous. To protect the driver from unnecessary accidents and for the

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protection of any person in the vicinity of the vehicle the following procedures must be adopted:

- Ensure that the vehicle is fitted with reversing beepers.
- The Escort can act as a reversing assistant. When reversing, ensure that the Escort can stand outside the vehicle at the rear and in view of the driver. A Hi-visibility vest should be worn.

5.7 Vehicle Security

- Drivers should ensure that school vehicles are securely parked, and the keys held securely.
- Under no circumstances should a vehicle be left unlocked whilst unattended.

5.8 Speed Limits

Drivers need to be aware of the legal speed limits of different classes of vehicles. As of February 2017, these are:

Type of vehicle	Built-up areas mph(km/h)	Single carriageways mph (km/h)	Dual carriageways mph (km/h)	Motorways mph(km/h)
Cars, motorcycles, car-derived vans and dual-purpose vehicles	30 (48)	60 (96)	70 (112)	70 (112)
Cars, motorcycles, car-derived vans and dual-purpose vehicles when towing caravans or trailers	30 (48)	50 (80)	60 (96)	60 (96)
Buses, coaches and minibuses (not more than 12 metres overall length)	30 (48)	50 (80)	60 (96)	70 (112)
Buses, coaches and minibuses (more than 12 metres overall length)	30 (48)	50 (80)	60 (96)	60 (96)

6.0 Weekly / Daily Safety Checks

- All School vehicles will carry a vehicle information file containing safety checklist forms (Appendix 1). These forms must be completed by the driver prior to any journey being undertaken. Completed forms should be transferred to the School Vehicle and Drivers folder weekly and retained for at least 15 months. In the event of a hire vehicle being used, the same safety checks must be carried out and recorded.

- All School vehicles will always carry a First Aid Box and a Fire Extinguisher. The fire extinguisher must be a British Standard fire extinguisher. Contents of the First Aid Box are listed in Appendix 3.
- The vehicle information file will also contain emergency contact phone numbers for the school, along with details of breakdown and accident procedures (Appendix 7) and phone numbers. Copies of current insurance certificates will be stored with the SBM. You will find a road traffic incident form in case of an emergency in the glove box of each vehicle.
- The Site Team will be responsible for the weekly checks/cleanliness to all vehicles owned by or leased/hired to the school (Appendix 2).
- Staff are responsible for leaving the vehicle tidy and free from litter.

7.0 Maintenance of Vehicles

- Staff members must not attempt any repair and maintenance which needs specialist equipment or where there is a risk of physical harm (e.g. changing tyres and wheels).
- The School Business Manager is responsible for ensuring that all vehicle documents are kept and stored for a period of 15 months.
- The caretakers will ensure that the school vehicles are booked in for MOTs and Section 19 safety inspections in a timely manner and that insurance and tax are kept up to date.
- All repairs and maintenance will be carried out by a professional garage.
- If a staff member becomes aware of a defect or fault, they must inform the Site Team using Every as soon as possible, who must ensure that the fault or defect is repaired. The vehicle must not be used until the repair has been completed satisfactorily.
- Copies of invoices relating to repairs will be kept on the finance system Access.
- All vehicles will receive a full regular service by a professional contractor.
- Oil and other consumables must be kept on the school premises.
- Site Team will be responsible for the cleanliness of all School vehicles hired/leased to Cloughwood Academy. (See appendix 2) These records are held on Every.
- All vehicles that transport students have a section 19 permit and fully comply to the regulations for a section 19 licence.

8.0 Overseas trips

- Prior approval for any overseas trips must be sought from the Governors.
- A separate risk assessment must be completed.
- Insurance must be checked prior to any overseas trip.
- At least 2 drivers per vehicle must be taken.

9.0 Loan of Vehicles to other organisations/individuals

- The school may choose to loan its vehicles to other community groups or individuals; however, the insurance does not permit Hire or Reward. In these situations, these groups/individuals may be asked to make a wear and tear donation to the academy.
- Appendix 6 must be completed by a person in authority from the organisation loaning any vehicle from the school.
- Appendix 7 must be read and signed by the person responsible for the vehicle whilst on loan.
- When the vehicle is borrowed, a member of Cloughwood staff must examine the vehicle in the presence of the borrower and mark on the "Vehicle Condition Report" (Appendix 5) any defects. Both parties must sign this sheet.
- This exercise will be repeated when the vehicle is returned.
The driver must ensure their licence has the correct categories permitted to drive (D1).
- The academy will check the driver's licence online against DVLA records and log the check in the drivers' file. Appendix 4 must be completed by all drivers.
- Borrowers have a duty to report any damage incurred to the school as soon as practicable.
- All vehicles that are borrowed have a Section 19 permit and the schools comply to the regulations for this permit.
- Any necessary repairs will be the responsibility of the borrower, as will any fines and court costs for parking, traffic or other offences.

APPENDIX 1 - SCHOOL VEHICLE PRE-DRIVE SAFETY CHECKLIST

	Registration:
Driver:	Date:
Supervisor:	Journey Details (destination):
Start Mileage:	End Mileage:

This form must be completed before every journey. Please check the items listed below and tick if OK:

EXTERIOR	
Walk around the vehicle to check for visible defects	
Windscreen & windows clean and undamaged	
Tow bar and/or trailer secure	
Doors open and close properly	
INTERIOR	
Mirrors correctly adjusted, clean and unobstructed	
Position & function of all dashboard controls	
Position of driving seat so all pedals can be operated comfortably	
Pressure on brake pedal	
Lights & indicators are working	
Wipers & washers working properly	
Fuel level (and type of fuel)	
Seat belts are undamaged and working properly	
Visual check of safety equipment	
Change for parking	
Luggage securely stowed; aisles & exits clear	

SIGNATURE.....

Brake Checks

- Check brakes before loading passengers. With engine running, check handbrake is working properly and brake pedal is firm when pushed.
- Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15 mph check mirrors and, if safe, apply brakes firmly. Brakes should work efficiently; vehicle should not pull to one side; luggage should remain secure.

If faults that might affect the vehicles or passengers' safety are found, the vehicle must not be used until they are all remedied.

APPENDIX 2 - SCHOOL VEHICLE WEEKLY SAFETY CHECKLIST

Registration:
Date:
Mileage:
Signature:
Name: (Site Team)

This form must be completed weekly. Please check the items listed below and tick if OK:

UNDER BONNET	
Oil level	
Coolant level	
Windscreen washer fluid level	
Brake fluid level	
Ancillary drive belt	
EXTERIOR	
Cleanliness	
Lights including brake lights and indicators are clean and working.	
Tyre pressures, including spares (and inner tyres and tyres on trailer if applicable)	
Tyre tread, including spares (and inner tyres as above). At least 3 mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?	
INTERIOR	
Clean, tidy and free from litter	
Location and contents of first aid kit & fire extinguisher(s)	
Location of relevant paperwork (permit, MOT, etc)	
Hi visibility jackets/vests (2) present	
Location of emergency warning triangle	

If faults that might affect the vehicles or passengers' safety are found, the vehicle must not be used until they are all remedied.

Appendix 3 – FIRST AID BOX CONTENTS

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage (not less than 7.5cm wide).
- 2 triangular bandages.
- 1 packet of assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings (not less than 15cmx20cm).
- 2 sterile eye pads with attachments.
- 12 assorted safety pins.
- 1 pair blunt-ended scissors.

APPENDIX 4 – Minibus Driver Application form

Name:							
Employer:	Cloughwood Academy						
Position:							
Reason for driving:	Pupil Enrichment						
Are you aged over 25 years?	Yes	No	Age:		DOB:		
Do you hold a full UK driving licence?	Yes	No	Date test passed?				
Have you been driving regularly for the past 2 years?	Yes	No					
Have you obtained your licence summary from the DVLA?	Yes	No	Copy Attached?	Yes	No		
Licence categories held.	B	Yes	No	D1	Yes	No	
Do you have any endorsements (points) on your licence	Yes	No	Points	Offence Code	Expiry Date		
			If yes, please list:				
Are you medically fit to drive?	Yes	No	Are you taking any medication which may affect your ability to drive?			Yes	No
Have you been involved in any accidents in the last 2 years?	Yes	No	If yes, give details				
Have you ever been disqualified from driving?	Yes	No	If yes, give details				
Have you ever had motor insurance declined, cancelled or refused?	Yes	No	If yes, give details				

If any of the above details change you must notify the school immediately

I declare that the details given are correct and that within my knowledge, there are no other materials facts that I should disclose. I agree to exercise all due care for the safety of my passengers and the security of the vehicle whilst it is in my charge. I also undertake to inform of any collision or accident that occurs whilst I am responsible for the vehicle. I undertake to advise of any subsequent illness, condition or event that might affect my suitability as a driver, including any subsequent refusal of motor insurance of any driving convictions. I understand that failure to do so and any false declaration above may render the insurance cover for the vehicle invalid and that I may then be held personally responsible to pay costs of damages. I understand that all information will be treated in the strictest confidence.

Signed:

Dated:

CLOUGHWOOD ACADEMY DRIVER RECORD

To be completed for all School vehicle drivers and kept in the staff member's Personnel file.

Driver's Name:		
Have you read and understood the School Vehicle Policy?	Yes	No
Have you completed the Minibus Driver Application Form?	Yes	No
Do you consent to the school accessing the DVLA's website to check your driving licence on your behalf?	Yes	No

Use of personal vehicles to transport pupils

Do you have business use insurance?	Yes	No
If yes, have you submitted: - a copy of your insurance certificate - a copy of your MOT.	Yes Yes	No No

Signed:

Dated:

For Office Use Only		
Approved to drive minibus and all documentation provided?	Yes	No
Approved to drive minibus up to 3.5 tonnes	Yes	No
Approved to drive minibus over 3.5 tonnes	Yes	No

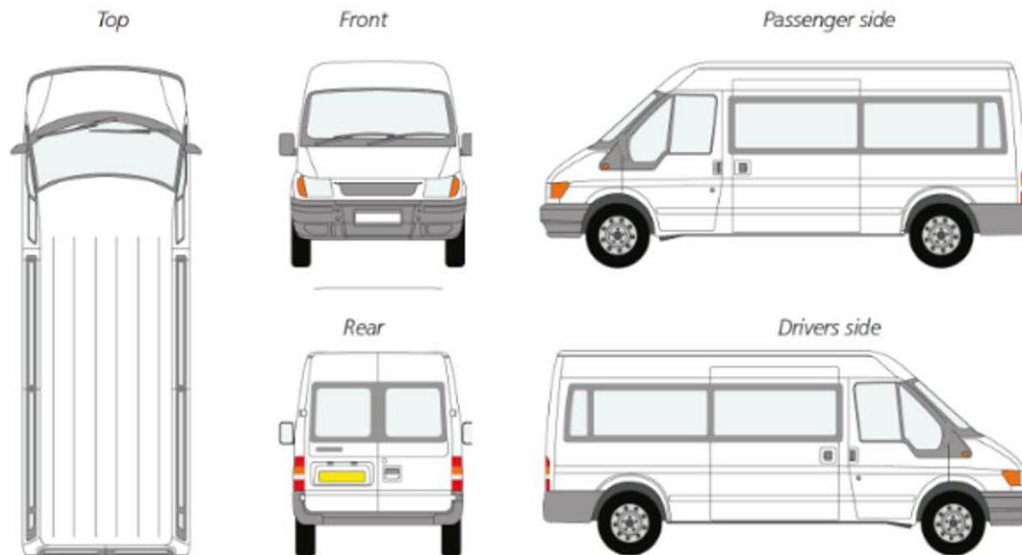
APPENDIX 5 – VEHICLE CONDITION RECORD

Vehicle / Registration: _____.

Peugeot

Section 4 of 7

Please indicate where there is any damage *



Please make note of any visible defects on the vehicle whilst in your possession and indicate on the diagram above.

Please report any other running defects you have experienced with the vehicle (i.e. lights, exhaust).

Name:

**PLEASE GIVE COMPLETED SHEET TO
BUSINESS MANAGER**

Signed:

Date:

FOR OFFICE USE ONLY

Action Taken:

Name:

Signed:

Date:

APPENDIX 6 – EXTERNAL USER AGREEMENT

External users of Cloughwood vehicles

Cloughwood Academy willingly allows other not-for-profit organisation to use their vehicles from time-to-time subject to the following conditions.

All drivers **MUST**:

- complete the school's Minibus Driver Application Form, at least annually or on demand.
- provide a copy of their DVLA licence summary, at least annually or on demand.
- be aged over 21 years.
- have the Midas qualification.
- be aged under 70 years (older drivers may be covered at the discretion of the school's insurers – additional information will be required and may be subject to regular review);
- have a minimum of 2 years' driving experience.
- hold the correct full, current licence for the vehicle they wish to drive, including towing trailers.
- declare any accidents within the last 2 years.
- declare any disqualification from driving (current, past or pending);
- declare if they have ever had motor insurance declined, cancelled or refused.
- declare that they are fit to drive and are not taking any medication which may affect their ability to drive.
- declare any motoring convictions which were not already evident at the time their licence was last checked.
- have read and signed their confirmation of understanding of the school's Vehicles Policy.
- complete checks of the vehicle before and after use to assure themselves of its condition and record these checks on the appropriate form.
- advise the school of any issue arising from use of the vehicle, including but not limited to, mechanical/electrical, warning lights, fuel, tyres/wheels, seatbelts, parking fines and driving incidents etc

Vehicles **MUST NOT** be used for:

- Hire or reward
- Carriage of passengers for hire or reward
- Carriage of goods for hire or reward
- Drawing a greater number of trailers in all than is permitted by Law
- Racing, competitions, rallies or trials
- To secure the release of a motor vehicle

The school ensures its vehicles under a fleet policy, the premium of which is calculated based in part on the previous 3 years claim history.

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External users are obliged to indemnify the school for any additional costs incurred as a result of any incident involving any school vehicle whilst under the control of the external user, including but not limited to any increase in insurance premium for the duration of the increase; excess payment; cost of repairs to school vehicles, third-party vehicles and property, compensation claims etc.

Cloughwood vehicles remain the property of the school, and the school is the primary user. At no time will an external user's need take precedence over the school's need. If the school is unable to fulfil a previously agreed loan of a vehicle(s) there will be no obligation on the school to arrange a replacement, suffer any financial penalty or forego using its own vehicles in favour of an external user.

By signing this document, the external user agrees to be bound by the above and will be responsible for the actions of their appointed drivers. External users and drivers will exercise due care and diligence.

Signed:

Name:

On behalf of:

Dated:

APPENDIX 7 – Road Traffic Incidents Particulars.

Road Traffic Incident Particulars

QBE Policyholder to complete all details and retain this part (sheet 2).
The incident must be reported to QBE Insurance immediately

Third party name	
Third party email address	
Third party telephone number	
Third party mobile number	
Third party vehicle registration	
Third party vehicle make/model	
Third party address	
Number of passengers in third party vehicle	
Third party insurer name	
Third party policy number	
Police crime reference	
Police officer name	
Police officer collar number	
Witness name	
Witness telephone	
Witness vehicle registration	
Witness address	

1029630/VEHICLE/INCIDENT/TITLE/STORM/MARCO/0016
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SHEET 1

Road Traffic Incident Particulars

QBE Policyholder to complete all details and hand this part (sheet 1)
to the third party immediately.

Policyholder	
Policy number	
QBE insured driver name	
Line manager	
QBE insured vehicle registration	
QBE insured vehicle make/model	
Number of passengers in QBE vehicle	
Collision date	
Collision time	
Collision location	
Damage to QBE insured vehicle	
Additional comments (if required)	

The details are for information only – the driver does not admit liability.

The QBE insured driver will report the incident to our supplier immediately following the collision.

If the incident is deemed to be the QBE insured driver's fault our supplier will try to contact you to offer assistance. However, to avoid any unnecessary delay, please feel free to call our offices immediately for assistance on 01484 912005.

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