

## ACCIDENTS



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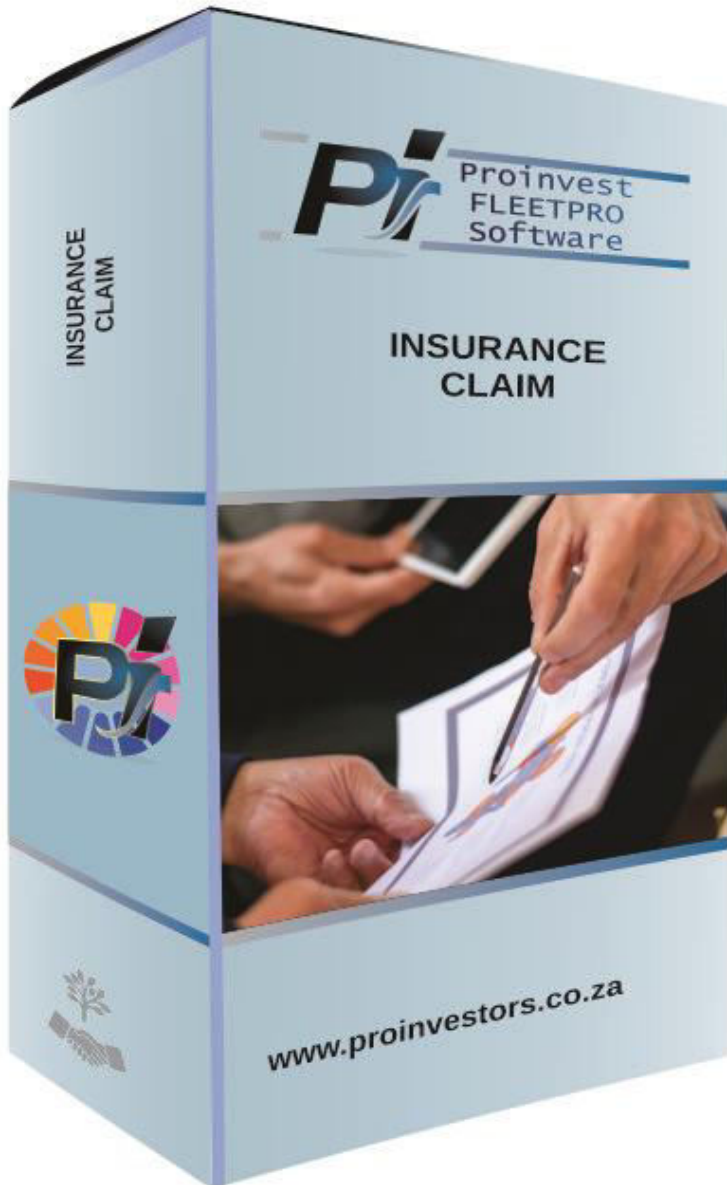
The following particulars, which are required for completing the an accident report form, must be obtained as soon as possible, preferably at the accident scene and to be recorded on FleetPro System :

- The registration number, make and type of the other vehicle(s).
- The name, address, ID number, home and work telephone numbers of the driver(s) and the owner(s) of the vehicle(s).
- The name of the insurance company/broker with respect to the other vehicle(s)
- Whether the driver acted in his/her own interests or in the interests of the owner of the vehicle.
- The nature and extent of the damage caused to the other vehicle(s) in this particular accident only.

- The name, address, ID number, home and work telephone numbers, estimated age of any passengers and/or pedestrian (s) involved in the accident and of any person(s) killed or injured, as well as the nature and extent of injuries.
- A description of animals and fixed objects involved in the accident.
- The name and address of the owner, in case of animals and also the name and estimated age of any herdsman (men) who tended or drove the animals, as well as the nature and extent of injuries and damage.
- The name, address, ID number, home and work telephone numbers of every witness, including the occupants of the other vehicle(s) concerned.
- Measurements for the preparation of a sketch of the accident scene

DOCUMENTATION TO HAND TO FleetPro Management IN CASE OF ACCIDENTS – for attachments on FleetPro Document Management Solution (DMS)

- The driver of the vehicle must complete the an Accident Report that must be signed by the Transport Manager/ Officer.
- A letter on a letterhead signed by the Transport Manager / Officer.
- A copy of the drivers' ID document to be attached on FleetPro's DMS.
- A copy of the driver's drivers' license.
- A Trip Authority document.
- A detailed sketch plan of the accident scene.
- Hand documentation in to the Accident and Losses Unit at FleetPro.



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