



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.

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.