

Part A Information for the Third Party (TP)*

Interested Parties & Incident Details

Date: Time:

Location:

Brief description:

Images taken of accident locus: Yes / No

Images taken of TP damage: Yes / No

Held by:

NHSBT Driver Name:

NHSBT Vehicle Registration no.:

No. of Occupants in NHSBT Vehicle:

No. of Occupants in TP Vehicle:

Any independent witnesses: Yes / No

If yes, please provide contact details:

Injuries reported by any party: Yes / No

If yes, provide details:

Did Emergency Services attend? Yes / No

Police/Ambulance/Fire Brigade

If police attended:

Police Officer (name/badge number):

Police Station:

WNS reference no.:

WNS contact details:

WNS Assistance

St Vincent House

1 Cutler Street

IPSWICH

IP1 1LL

Tel: 0844 854 0632

*WNS will contact you on behalf of NHSBT in relation to this accident.
They will deal with vehicle repairs and hire based on liability.

Part B Information to be retained by You*

Interested Parties

Third Party (TP) Name:

TP Contact Details (address and phone no.):

Insurance Details:

TP Vehicle Registration no.:

TP Make/Model:

No. of Occupants in TP Vehicle:

If more than driver, names if possible:

Any independent witnesses: Yes / No

If yes, please provide contact details:

Injuries reported by any party: Yes / No

If yes, provide details:

Did Emergency Services attend? Yes / No

Police/Ambulance/Fire Brigade

If police attended:

Police Officer (name/badge number):

Police Station:

Incident Details

Date: Time:

Location:

Brief description:

Images taken of accident locus: Yes / No

Images taken of TP damage: Yes / No

Media images held on:

Held by:

Who do you consider liable: TP / You

And why?

WNS called? Yes / No

WNS reference no.:

*This information will be needed to complete the Datix Accident Report form
and WNS Claim Form.

Your role with Us



A guide for dealing with a work-related road traffic incident for all drivers of NHSBT vehicles

This leaflet explains what NHSBT expects and requires of you in the event of a road traffic incident (RTI) in order to protect both you and the organisation.

What is a RTI?

It is when our vehicle is involved in an incident which could include damage to a third party vehicle, person, animal or property. Reporting a RTI is not fault dependent. All must be reported on Datix (accident form) within three days and reported to WNS at the time **EVEN IF THERE IS NO** damage to any party involved.

What to do if it happens?

Do an immediate check if it is safe to leave the vehicle where you are (so as to not put yourself or others in danger) then find out if everyone is okay and if not call for emergency services.

Taking photos of the location of vehicles and surrounding environment eg road signage (if safe to do so) along with the damage caused to the THIRD PARTY (TP) vehicle/property is essential. It helps us to establish where fault lies and in the event of a third party personal injury claim any potential causation issues that may arise.

Photos should be taken on digital cameras or mobile phones as you can check the quality of pictures. Cameras may be fitted to the vehicle which provide video images, you should advise the Third Party of this at exchange of details.

Getting your photos right

Some examples of good and bad photos:



These are good as they show vehicle positions/context, damage to TP, weather conditions and markings.



This only shows our damage it does not tell us about our impact on others and was also not taken at the time and location of the incident.

Your photos can and will influence the impact of any costs associated with the incident on NHSBT.

Reporting and Paperwork

Report the incident immediately by calling Fraikin on **(4) 4168** and ask to be put through to WNS Assistance, or call them direct on **0844 854 0660**.

Then complete Part A and B of this leaflet tearing off Part A for the Third Party.

All follow up paperwork Datix (accident report) and WNS claim form must then be completed timely (within three days).

Completion of Part B will assist you with this. If you do not receive a WNS claim form through the post within a couple of days print a blank version off the intranet. They can be found in **Transport Operations:- Reporting a Collision**.

EXCHANGING DETAILS

Part A

Information on reverse to be completed and provided to the Third Party as part of 'exchanging details' process before leaving the scene and continuing journey.

Part B of this leaflet must also be completed before you provide the Third Party with Part A to ensure we retain the same information as provided to the Third Party.