



### Purpose -

The purpose of this policy statement is to ensure the consistent reporting and management of road traffic collisions to help us reduce incidents that are both our drivers' fault and caused by other factors.

### Scope -

Managing risks associated with driving is the joint responsibility of senior management, operations staff and driving staff. This policy applies to all staff responsible for implementing any staff in road use.

### Policy Statement -

We expect all our drivers to maintain high driving standards on the road. This is maintained by internal driving assessments and FORS e-learning modules.

This means operating within the law, driving with consideration for others and ensuring our vehicles are always safe and roadworthy.

Our policy is to ensure that all road traffic collisions are reported, documented, investigated and managed in a consistent way. This enables us to better understand the risks our drivers face in order that we can reduce the number and severity of all vehicle collisions.

When a driver is involved in a road traffic collision, it is essential that the collision investigation process is followed to ensure that the:

- Collision is managed safely, legally and reported to the relevant authorities promptly.
- Incident facts are collated accurately and recorded correctly (including people involved and property damaged).
- Drivers involved are assessed to ensure they are fit and able to return to driving duties.
- Vehicles involved are repaired to a safe and legal state prior to being returned to the road.
- Incident is fully investigated to determine both primary and contributory factors that led to the collision.
- Incident facts are analysed to determine and implement any remedial actions that may prevent similar incidents occurring in the future.

We have appointed a Road Risk Champion as the person responsible for the maintenance of this policy, its communication and implementation.

### Processes and procedures –

The following must be strictly adhered to:

- Collision investigation process using the forms supplied by the insurer AVIVA.

### Roles and Responsibilities -

The Road Risk Champion teamed with the Transport department is responsible for ensuring that:

- This policy is successfully communicated and implemented across the organisation.
- All collisions, investigation findings and lessons learned are recorded accurately, filed, and analysed.
- Relevant professionals are consulted over the implementation of remedial action.
- Periodic collision reports are prepared to inform senior management and client requiring contractual collision reporting.

Collision Investigators must ensure that they:

- Conduct a thorough post-collision investigation, determining the direct and underlying causes of the collision.
- Make recommendations based on the findings of the investigation, to help prevent reoccurrence of this type of collision
- File evidence of the investigation securely for future reference

For further information regarding best practice collision management, refer to the FORS Collision Management Toolkit.

Signed.....  
Mr Zak Allan  
Compliance Manager

Date: February 2021

### Employee Acknowledgment –

I confirm that I have read and understood the above Policy in regard to – **Collision Management**.

Employee Name .....

Employee Sign .....

Date .....