

# Manager's collision reporting record and forms

Incident reference	
Date of collision	
Driver name	
Vehicle registration	
Insurance claim number	

	Completed Y/N	Date	Record in file Y/N
At scene collision report			
Driver post collision report			
Manager post collision report			
Driver interview			
Post collision investigation			
Remedial action			
Client report submitted			

	Y/N	Date	Name of authorising manager	Record in file Y/N
Driver confirmed fit to return to work				
Vehicle confirmed roadworthy				



## Collision reporting forms

### At Scene Collision Report Form

This form is to be filled in by the driver as soon as it is safe to do so whilst at the scene of the accident and covers the immediate information that needs to be collected such as contact details of witnesses. You should remind the driver to complete the form and take photographs at the scene.

### Driver Post Collision Report Form

This should be completed independently by the driver prior to the end of shift at base and within a recommended maximum of 24 hours. It forms part of the driver's account of the collision and should be included in the collision file for the purposes of investigation.

### Manager Post Collision Report Form

The manager should complete this form within a recommended maximum of 24 hours of the collision being reported at base by the driver. It forms the company's view of what happened at the scene and immediately prior to the collision.

The manager completing the form should first assemble the At Scene Collision Report Form along with the Driver Post Collision Report Form as well as any other evidence available such as, witness statements, vehicle data (tachograph or telematics data) and photographs and fill out the form having examined all of this.

It should be noted that the Manager Post Collision Report Form is a summary of the evidence to determine what happened from the point of view of the company. It is not trying to determine how or why it happened or who is liable, which takes place in the next stage, the investigation.

### Post Collision Investigation Form

The Post Collision Investigation Form should be completed during discussions with the driver, it seeks to identify the causes of the investigation as well as verify the facts as reported in the driver and manager post collision forms. All the forms of evidence available should be present for the investigation. It is this last form that requires the manager to determine the cause and identify any action to be taken as a result.



#### For further information:

Download the CLOCS Toolkit - Managing collision reporting and analysis

<http://www.clocs.org.uk/wp-content/uploads/2014/07/CLOCS-Toolkit-managing-collision-reporting-and-analysis.pdf>

