



Vehicle Break Downs

Whenever you break down ensure that you follow any of your Company's procedures for breakdowns and reporting. Ensure that the vehicle is parked in a place of safety for the driver and any passenger, the vehicle, the public and the load.

Do not endeavour to carry out any repair unless you are qualified and trained to carry out the repair and have the owner's/company's authority.

Break downs on motorways

Stopping

- Use the hard shoulder to slow down before coming to a stop.
- Keep a careful look out for debris, other parked vehicles and bridge supports that may jut out or have height restrictions.
- Park as far from the carriageway as possible, ensuring that your vehicle is not causing an obstruction – beware of soft verges and drainage channels.
- Switch on hazard warning lights.
- If visibility is poor – switch on side lights.
- Wear your high visibility vest or jacket.
- Do not attempt any repair.
- If you have no mobile phone to call for help, walk to the nearest emergency phone. Emergency phones are usually situated a mile apart. The direction of the nearest one is indicated by an arrow on the blue and white marker posts at the rear of the hard shoulder. Try to walk at the far side of the barrier, away from the carriageway.

Exiting vehicle

- Exit your vehicle from the nearside if possible.
- If not possible, wait for a gap in the traffic before leaving the vehicle.
- Find a safe place to wait for assistance – at the side of your vehicle farthest away from on coming traffic, a safe distance from your vehicle, should it be hit! If possible wait on the opposite side of the barrier. Ensure that any passengers accompany you.
- If there is no hard shoulder and for safety reasons you are obliged to remain in the vehicle, keep your safety belt on.
- **Calling for help**
 - Face oncoming traffic whilst using the phone.
 - Give full details of your position – vehicle type, size, position, and type of load (hazardous, livestock, long). Advise if you are causing an obstruction or hazard.
 - If you are not using a highway phone, request that the police be advised.

Rejoining the motorway

- Once repaired, take extreme caution when re-joining the main motorway. Use the hard shoulder to build up speed.
- Most recovery companies shall not carry out repairs on the motorway and you may be towed off.



Road Accidents

If your company has a road accident procedure, then this should be followed.

You must

- Stop and give your name and address, the name and address of the vehicle owner, and the vehicle registration number to any person with reasonable grounds for requesting this information. Failure to stop at the scene of an accident is a prosecution offence!
 - Produce the insurance certificate if anyone is injured. If this cannot be produced at the time of the incident you can take the document to a nominated police station within seven days.
 - Get all third party details:
 - Name and address of drivers and owners.
 - Vehicle registrations, makes and models.
 - Insurance details – broker/insurer/policy number and addresses.
 - Make a note of the date, time and location of the accident.
 - Make a note of the weather conditions.
 - Make a note of the speed in which vehicles involved were travelling.
 - Get the names, addresses and telephone numbers of any third party who is prepared to act as an independent witnesses.
 - Take photographs of the scene of the accident – road signs, road markings, traffic signals, other vehicles and damage caused, persons and witnesses involved, skid marks.
 - Contact your transport office as soon as possible.
 - In the case of a serious accident, or where someone is injured, contact the police and take the name and number of any police person who attends, along with the address and telephone number of the police station.
- Call the police to the scene if the other driver:
 - was driving dangerously or aggressively.
 - has not complied with a road sign.
 - is, or appears, to be intoxicated.
 - is verbally or physically aggressive.
 - refuses to provide details.
 - either vehicle is blocking the road.
 - **If anybody is injured.**
 - Take details of the road width (although this may be apparent from photos), position and direction travelling of vehicles involved and any other traffic, traffic signs and traffic islands.
 - Make a written record of the incident at the earliest possible opportunity – even if nobody is injured or there is no damage. Your Company may have a specific form to be used.
 - Notify the police within 24 hours if an animal is involved (except cat or deer). Remember to remain calm.

You must not

- Make any statement admitting liability or fault, either with regard to your driving, the condition of the vehicle or the security of the load.
- Make any promises or offers to any third party, unless your insurer has specifically authorized you to do so.
- Lose your temper.
If the police do not attend the accident, you must report the accident within 24 hours.

Personal Injury

In the case of being involved in a road traffic accident or incident you need to decide if you have sustained an injury which makes it unsafe for you to drive. If in doubt, do not drive but contact the transport office immediately. Remember always to enter details of any injury sustained at work into the Company's accident book. Where possible, your declaration should be accompanied by a report from any witnesses. If you are ill and you think this may affect your ability to drive safely or if you have a doctor's sick note you must not drive a Company vehicle.