

POLICY

03 Road Traffic Collisions

Main Author	Reviewer	Reviewer	Approver
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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

Contents

Requirement	3
Policy	3
Post collision procedures	4

Requirement

To document and investigate road traffic collisions, incidents and near-misses.

Policy

The Company determines the contributory and root causes of road traffic collisions, incidents and near-misses to prevent recurrence and minimise road risk. And will record and investigate road traffic collisions, incidents and near-misses. This policy outlines the organisation's commitment to collision management.

The Road Risk Champion is Michael Carroll

The road risk champion will:

- Place a collisions report form (provided by insurer) in every vehicle or issue to every driver
- Ensure drivers know who the drivers will report to
- Use the collision management checklist
- Use the collisions tab in the MS to record proceedings

The person responsible for:

The Company ensure:

- Road risk is managed stating who does what, when and how
- Incidents are managed safely, legally and reported to the relevant authorities promptly
- Incident facts are collated accurately, recorded correctly and reported to the insurer
- Vehicles involved are repaired to a safe and legal state prior to being returned to the road
- Drivers involved are assessed for wellbeing and competency to ensure they are able and fit to return to driving duties
- Incidents are investigated to determine primary and contributory factors
- Incident facts are monitored to determine and implement remedial actions
- Collision management procedures should be split into minor, serious and major collision types, with the appropriate people being involved at each level
- Road traffic collision data across the fleet operation is be monitored, recorded and, where contractually required, reported to the client
- Claims review meetings are held with the insurance provider to assess the road risk profile, the claims handling procedure and inform the performance management procedure.

The policy, procedures, records and recommendations relevant to managing road risk and road traffic collisions must be:

- Documented and reviewed in accordance with requirement M1
- Retained in accordance with requirement M2
- Communicated in accordance with requirement M5
- Included in Professional Development Plans in accordance with requirement D4
- The Road Risk Champion must be identified in the organisation chart in accordance with requirement M4.

Post collision procedures

- Interview driver post collision and before they drive a company vehicle again. Address welfare issues if appropriate including fitness to return to work
- Get an explanation of the incident, take notes
- Driver to complete any forms required to report the incident to the insurers
- Provide the post collision form to driver
- Decide whether the collision could have been avoided. The idea being that the driver should be able recognise how the collision or could have been avoided
- Provide refresher training
- Monitor driver performance monthly

Thomas Barrett – Director

A handwritten signature in black ink that reads "Thomas Barrett". The signature is written in a cursive style with a large, stylized initial 'T'.