

In case of an accident, you must adopt the following procedure at the scene of the incident:

1. Do not admit responsibility
2. Take full details from the other driver(s) involved:
 - Name
 - Address
 - Vehicle type, registration and Vin Number (see drivers side interior dash)
 - Insurance details
3. Obtain witness details
4. Take photographs of the scene and damage to any vehicles/property involved

Following an incident, you must:

1. Contact your line manager or Dealer Principal immediately.
2. Report the incident to the police within 24 hours where legally necessary.
3. Contact Brian Young, Transport & Purchasing Manager or Emily Sant, HR Advisor as soon as possible after the incident to obtain an accident form.
4. Complete and return the accident form **within 24 hours** of the incident.

If asked, Lloyd Ltd vehicles are currently insured by Allianz Insurance plc.

If you are unsure of how to proceed, please contact Brian Young or Emily Sant on 01228 517100