



**TL Dallas**

INSURANCE SINCE 1919

A photograph of a car crash scene, showing the front end of a white car and the rear of a red car. The white car's front wheel is flat and the front end is crumpled. The scene is overlaid with a dark blue semi-transparent layer.

# **What to do in the event of a road traffic collision**

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## 1. Ensure safety first

- **Stop the vehicle immediately** – failure to stop is a criminal offence.
- Turn on hazard lights.
- Move to a safe location if possible and safe to do so.
- Check for injuries (yourself, passengers, others).
- If anyone is injured or the road is blocked, **call emergency services immediately.**

## 2. Exchange details with involved parties

Gather and give the following:

- Full name and contact details.
- Vehicle registration number.
- Employer name and contact information.

## 3. Do not admit liability

- Be polite and cooperative, but **do not admit fault**, blame others, or speculate.



**Use our online form to submit your claim by scanning the QR code.**

## 4. Gather evidence

**Use your phone or dashcam (if installed) to collect photos of:**

- Vehicle damage (all vehicles, close ups of the damage and a photo of each side of the vehicle).
- Road layout, signs, skid marks.
- Position of vehicles.
- Licence plates.
- Any visible injuries.

**Record:**

- Time, date, exact location.
- Weather and road conditions.
- Contact info of witnesses.
- Police officer details (if applicable).

## 5. Notify your fleet manager / supervisor or complete an accident report form and log the incident with your broker, TL Dallas.

- Contact your line manager or designated fleet accident contact as soon as it's safe. Follow company policy regarding incident reporting.

**Or**

- Complete an accident report form or use our online form by scanning the QR code.
- Submit any images and dash cam via email to [claims@tldallas.com](mailto:claims@tldallas.com). In the subject line please note the name of your employer and the vehicle registration.
- If you need any advice, whether this is at the scene or when completing the form, you can call the claims team at TL Dallas on 01274 465 500.



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**Call** 01274 465 500

**Email** [claims@tldallas.com](mailto:claims@tldallas.com)

**Visit** [www.tldallas.com](http://www.tldallas.com)