



INSURANCE BROKERS

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DRIVER PROCEDURE

The following is the driver procedure and should be kept in the glove box of each vehicle.

This information is supplied to assist in having the clients vehicle repaired as soon as possible and to assist the client's insurer, where appropriate to recover the cost of the client repairs from the other driver involved in an accident. It will also assist the insurance representative in the client's own office to prepare the necessary claim form.

At the scene of the accident:

1. DO NOT ADMIT LIABILITY.
2. Comply with police reporting requirements.
3. If another vehicle is involved, obtain:
 - a. The owner's name, address and telephone number
 - b. The driver's name, address and telephone number
 - c. The name of the owner's insurance company
 - d. The make, type and registration number of the vehicle
 - e. The name, address and telephone number of any witnesses
4. If the driver carries a camera or another photographic enabled device, it can be beneficial to photograph damage to both vehicle and the accident scene.
5. Notify the insurance representative in the client's own office immediately and assist him or her in completing a claim form.

The above general procedures can be relied upon to cover most circumstances.
