



## Accident Reporting

### 1. Introduction

- 1.1 It is the policy of Tri Limits to ensure the following procedures are followed in the event of a collision, and that all customers and appropriate office staff are trained to follow the procedures:

### 2. Procedure

- 2.1 The member on return to the unit will be asked to complete the following:

Members should be provided with contact numbers of all coaches during training sessions.

You must also complete an Accident Report Form (as attached).

- 2.2 Failure to report an accident/damage may lead to the immediate withdrawal from our Customer/Member Register.**

- 2.3 STOP** the scooter/wheelchair, if at all possible, where the accident happened for as long as is necessary to:

- 2.4 Establish if anyone has been injured**

- 2.5 Exchange particulars with third party and/or Police**

- 2.6 Obtain third party details:  
(a) the **name** and **address** of the **individual hit** or property involved,  
(b) note any **visible damage** to all involved.

- 2.7 Note the **time, positions of the equipment (scooter, Wheelchair or walking aid), pavement and weather conditions.**

- 2.8 Make a sketch of the accident scene (on the accident report form), showing all relevant details.

- 2.9 Obtain names of any witnesses.

- 2.10 The Law requires that you give:  
(a) Your name and address.  
(b) Name and address of owner of your scooter.

- 2.11 If anyone one has been injured, you must report the accident forthwith to the police.**



## Accident Reporting

2.12 This also applies if you cannot exchange details mentioned above, e.g. if you strike an unoccupied car or property.

2.13 Obtain details about those injured - including their name and address.

### **2.14 NEVER ADMIT LIABILITY OR FAULT TO A THIRD PARTY.**

### **3. Accident Reports:**

3.1 All accidents must be reported on the Tri Limits Mid Ulster Accident report form provided.

### **3.2 GET ACCIDENT REPORT FORM IN QUICKLY**

3.3 Complete your accident report form immediately after your duty has finished. Give as much information as possible and be frank regarding all circumstances of the accident. Answer all questions.

3.4 These reports can be vital documents in the future, for example in a court of law.

3.5 Therefore it is absolutely essential that you check all reports are properly completed in every detail.

### **4. Sketches and Photographs:**

4.1 These should be clear and show the position of the vehicle(s) at point of impact: traffic lanes; pedestrian crossings; yard markings; traffic signs; light poles; house numbers, or any other information that may be relevant.

### **5. Statement To Police:**

5.1 In the case of a serious accident, do not make a statement to the police at the scene. A decision can be made later whether to proceed direct to the police or through the relevant legal channels.

6. **REMEMBER – THE BEST WAY TO AVOID AN ACCIDENT IS TO OPERATE EQUIPMENT SAFELY!!**



## Accident Reporting

**I have received, read and understood this policy and agree to adhere to the rules as laid out above. This policy will be reviewed again annually.**

Signed on behalf of Tri Limits Management Committee:

Date: 01/12/2020

Name: Mark Farquhar

Position: Chair

A handwritten signature in black ink that reads "Mark Farquhar".

Signature:

Name: Joanne McDonald

Position: Treasurer

A handwritten signature in black ink that reads "Joanne McDonald".

Signature: