



Minibus Breakdowns & Accidents

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All drivers are advised that they should be familiar with the information in this folder - hopefully you will never need to use it.



Breakdowns

What to do if you breakdown

- Get your vehicle off the road if possible
- Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction
- Put a warning triangle on the road 45 metres (147 feet) behind your broken down vehicle on the same side of the road. Always take great care when placing them and never use them on a motorway
- Keep your sidelights on if it is dark or visibility is poor
- Do not stand (or let anyone else stand), between your vehicle and oncoming traffic
- At night or in poor visibility do not stand where you will prevent other road users seeing your lights
- Call the AA using the details below and be prepared to give your location

AA Breakdown Cover Details	
AA Emergency Tel No.	08003891708
Membership No.	Quote Policy No: 7125021M
Customer Ref:	Coversure Insurance Services 08456013319
Expiry date	01/2010
Cover	Home-Relay
Cover in the name of	Falmouth & Exeter Students' Union
Vehicle registration	FE06UKF
Vehicle make & model	Ford Transit

If you breakdown on the motorway

If the minibus breaks down or develops a problem, leave the motorway at the next exit or pull into a service area and call the AA as normal.

If you cannot do so, you should

- Pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left
- Try to stop near an emergency telephone (situated at approximately one mile intervals along the hard shoulder)
- Leave the vehicle by the left-hand door and ensure your passengers do the same
- Do not attempt even simple repairs
- Ensure passengers keep away from the carriage way and hard shoulder
- Walk to an emergency telephone on your side of the carriageway (follow the arrows on the posts at the back of the hard shoulder) - the telephone is free of charge and connects directly with the police. Use these in preference to a mobile phone
- Give full details to the police. Make sure you have the AA details with you in case they are asked for
- Return and wait near your vehicle (well away from the carriage way and hard shoulder)



Accidents

Step 1: Stop

You should always stop at the scene if you think that your accident has caused

- either injuries to people or domesticated animals and/or
- damage to vehicles or roadside fixtures

Step 2: Do you need emergency services?

Call 999 immediately if

- any of the people involved are in need of urgent medical attention (ask for an ambulance)
- the road is blocked or damaged (ask for the police)
- someone leaves the scene without exchanging details (ask for the police)

Step 3: Are there any witnesses?

Try and get the names, addresses and vehicle registrations of any witnesses

Step 4: Exchange details with other drivers

All drivers involved in the accident must exchange details, try to obtain the name, address, telephone number, vehicle registration, insurance company and policy number of the other drivers involved (use the [FXU Accident Form - A](#) to record these details)

You should also provide this information yourself ([FXU Details Sheet - B](#) has the FXU and insurance details, just add your name and details)

Step 5: Make a sketch plan or take photographs

On the back of the [FXU Accident Form - A](#) try to make a sketch at the scene of the accident and remember to include as many details as you can. Make notes of street names, vehicle locations and directions of travel, skid marks, collision points etc. If you have a camera or camera phone take pictures.

Step 6: Additional information

If you feel there are other details worth recording make a note on the [FXU Accident Form - A](#). For example, if one of the drivers was using a mobile phone.

Step 7: Inform FXU

Office hours: 01326 255966

Out of hours: 07790 837510

Step 8: Call the AA

Unless instructed otherwise by the police call the AA if necessary to recover the minibus



Accidents—Stopping to give assistance

If you arrive at the scene of an accident

- Use your hazard warning lights to warn other drivers
- Ask drivers to switch off their engines and stop smoking
- Arrange for emergency services to be called immediately with full details of the accident location and any casualties (on a motorway, use the emergency telephone which allows easy location by the emergency services. If you use a mobile phone first make sure you have identified your location from the marker posts on the side of the hard shoulder)
- Move uninjured people away from the vehicles to safety, on a motorway this should, if possible, be well away from the traffic, the hard shoulder and the central reservation
- Do not move injured people from their vehicle unless they are in immediate danger from fire or explosion
- Do not remove a motorcyclist's helmet unless it is essential to do so
- Be prepared to give first aid
- Stay at the scene until emergency services arrive



MINIBUS INCIDENT/ ACCIDENT REPORT—A

If you are involved in an accident you will need to fill out this form. REMEMBER – RECORD ALL DETAILS OF THE ACCIDENT. Continue onto reverse if needed.

Minibus (please delete as appropriate): Nora (WP54 WNE) / Reggie (FE06 UKF)

Accident Details

Date:	Time:	Your speed (mph)	Speed Limit (mph)
Place of Accident:		Weather:	

Other Vehicles Involved

Driver Name:	Tel No:
Driver Address:	
Owner Name:	Tel No:
Owner Address:	
Vehicle Description:	Registration:
Insurer Name:	Policy No:
Insurer Address:	
Insurer Tel No:	Fax No:
Damage to Other Vehicle:	

Witnesses

Name:	Tel No:
Address:	
Name:	Tel No:
Address:	

Other information

Was anyone injured in your vehicle?	In other Vehicle/s?	Other persons?
Was anyone admitted to hospital/receive medical attention?		Who?
Was anyone cautioned, breathalysed etc in your vehicle?		In other vehicle/s?
Did Police attend?	Police Incident Reference	

Incident

Please use the reverse of this sheet to give details and draw a plan of the incident. Include the layout of the road, including street names and road signs, direction of travel and position of vehicles at the time of the incident. Please also note the damage to all vehicles, using sketches if needed. Also note:	
Visibility	Road Conditions:

Declaration

I declare that the foregoing particulars are true in every respect.	
Signature:	Print Name: (Driver at the time of incident)

Details of the incident/accident

Complete the form overleaf and then give a detailed description of the incident/accident below. Please complete this as soon as possible and give as much information as you can.

eg: I was stopped at the traffic light at the junction of X & X when I was hit from behind by the Land Rover. The driver of the Land Rover was using a mobile phone as he approached the lights.

or

The minibus was parked in Harbour View car park whilst I picked up passengers. When I returned to the vehicle there was a dent in the driver-side door that was not there before.

Description

Sketch



MINIBUS DRIVER & INSURANCE DETAILS - B

Driver

(To be completed by the driver at the time of the incident/accident and given to the other party)

Name:

Address:

.....

.....

Date & time of accident:

Vehicle

Make/model: Ford Transit

Registration: FE06 UKF

Insurance details

Insurer: Coversure Insurance Services

Policy No. 7125021M

Address: 10 Hibel Road
Macclesfield
Cheshire
SK10 2AB

Telephone Number: 0845013319 (Accidents/Claims)

Policy Holder's Details

Policy in the name of: Falmouth & Exeter Students' Union

Address: Tremough Campus
Treliever Road
Penryn

TR10 9EZ

Telephone: 01326 255966

Contact: Hayley Curtis

