



**LEX AUTOLEASE**

# WHAT TO DO IN AN ACCIDENT

In the event of an accident, your first concern should be for the safety of all parties involved.

## IF YOU'RE INVOLVED IN AN ACCIDENT, ENSURE THAT YOU DO:

- Stop as soon as it's safe**
  - Try to remain calm
- Call the emergency services**
  - By law you should do this at once if any person or animal is injured. If you are injured yourself, you should go to see a doctor, no matter how minor the injury might appear at first
- Take the names and addresses of everyone involved**
  - Make sure these include details of any injuries they've sustained
- Take names and addresses of any independent witnesses**
  - This is especially important if you believe someone else is to blame. It may be hard to prove who was at fault, unless an independent witness will give their version of events
- Make notes at the scene**
  - Include the main details such as time, place, circumstances, weather conditions and registration details of any vehicles involved
- Make a sketch of the accident**
  - From a bird's eye view, show the positions of vehicles, road layout, road or street names. If you have a camera or camera phone, take pictures of the scene
- Exchange full insurance details**
  - If you're not able to do this at the scene, you should do it at the earliest opportunity. Your company's insurance details may change from year to year so make sure you have the correct details
- Note the number of any uniformed police officers**
  - This is in case you need them to give their version of events at a later date. Give your details to the police or anyone having reasonable grounds to require them. Include your name, company address and the registration number of your vehicle
- Accident management**
  - If your company uses the Lex Autolease Accident Management service, make sure all third parties know that the administration of the accident/incident will be managed by Lex Autolease. If you're unsure whether your vehicle is roadworthy, then please call us on the same number

## IF YOU'RE INVOLVED IN AN ACCIDENT, ENSURE THAT YOU DON'T:

- Admit liability**
  - Don't discuss the incident with other people involved or offer to pay for any damages. Apportioning the blame in a car accident is for others to decide, taking into account the full set of circumstances
- Respond to any letters**
  - If you receive a letter from another person involved in the accident, or their insurers or legal representatives, do not respond. You should forward copies of any letters to your line manager

### ONLINE INFORMATION

Lex Autolease Accident Management  
[lexautolease.co.uk/secure/accident](https://lexautolease.co.uk/secure/accident)

Call us to report an accident:  
**0844 824 0723**