



Motor Vehicle Accident Report

If there is any injury whatsoever to any child in your care, the **Police MUST be called**.
No parties may leave the scene until the Police and GTMatrix have given permission.

Date & time of Incident	
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Personal and company vehicle information

Driver full name	
Operator Company name	
Office telephone number	
Driver mobile number	
Driver PHV/PHD licence	
Driver DVLA licence number	
Vehicle registration number	
Vehicle make & model	

Accident or incident details

Description of incident and any damage. Please use additional sheets if necessary.	
Location of incident	
Names of all passengers	



Description of injuries (if any)	
Police incident number (if applicable)	
Drawing of incident	
Weather conditions	
Road character and description including surface conditions	
Time of day and light conditions	

Was there a third party involved?
Yes / No

If yes:

Details of other parties

Name of other party	
Address of other party	
Sex of other party	Male / Female



Phone number of third party	
Email of third party	
Date of Birth of third party	
Registration no. of other vehicle	
Make and model of other vehicle	
Insurer of third party if known	
Insurance policy number	
Other driver's licence number	
Any other information	

Check list:

- Photograph the other party's driving licence.
- Photograph or video the scene, paying attention to the company's Child Safeguarding Policy.
- Write down everybody's full names
- Phone GTMatrix immediately so we can inform all relevant parties.
- Call the Police.
- Send a copy of all evidence (photos, videos, statements and other details) to compliance@gtmatrix.net