



part of GE Capital

Accident management procedure

If you are involved in an accident, stay calm and follow these steps.

- 1 Make the scene safe. Call **000** if someone is injured.
- 2 Fill in Section A & B of this card. Check the other driver's registration plates and licence to confirm the correct information.
- 3 Find Witnesses and fill in Section C.
- 4 Fill in Section D of this card and give to the other driver. **DO NOT ADMIT LIABILITY.**
- 5 If you are unable to drive your vehicle, call Custom Fleet Accident Management and we will arrange for the vehicle to be towed to one of our Preferred Repairers.

How to report the accident

Simply call the Custom Fleet Accident Management Department on **1300 139 555** and our experienced operators will guide you through the steps and advise you of the necessary procedures.

Custom Fleet Accident Management Department

1300 139 555



SECTION A – Other Driver's Details

Registration No. _____ Licence No. _____

Driver's Name _____

Address _____

Phone Number (M) _____ (W) _____

Vehicle Make _____ Model _____

Owner of Vehicle
(if not driver) _____

Owner's Address _____

Phone Number (M) _____ (W) _____

Insurer of Vehicle _____

SECTION B – Accident Details

Day & Date _____ Time _____

Full Street Location _____

Accident Details _____

SECTION C – Witness Details

Witness's Name _____

Address _____

Phone Number (M) _____ (W) _____

SECTION D – Your Details (tear off and give to the other driver)

Name _____

Company Name _____

Registration No. _____ Licence No. _____



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