Dear All,

It is necessary and very much part of your employment responsibility to report all incidents without any delay to the fleet manger / line manager.

When an incident occurs, you should obtain and report the following information immediately:

1. Your name
2. Your vehicle registration
3. The third party(s) name
4. The third party(s) registration
5. The third party(s) contact number
6. Please take pictures of all vehicles that were involved including damaged areas, the incident location and the surrounding area
7. Do you consider yourself to be at fault for this incident? Yes/No

The process that is necessary beyond this initial reporting will be dependent on the claim type; however to be clear, it is not an employee’s duty to decide what does or does not constitute a claim. If an incident of any description occurs, it must be reported.

Consort Insurance Limited’s contact details are as follows for reference:

Telephone number: 01621 890297

Email address: [sophie.markham@consortinsurance.com](mailto:sophie.markham@consortinsurance.com)