

IMPORTANT An accident is always unfortunate for everybody involved, no matter whose fault it is. FleetPlus provides this card to assist you. Fill in your details on the other side, tear off this section and give to the other driver involved in the accident.

 **ACCIDENT HOTLINE 1300 353 381 (24 HOURS / 7 DAYS)**

YOU'VE HAD A CAR ACCIDENT...

Stay calm and follow these steps

- STEP 1** Make the scene safe. Call 000 if someone is injured.
- STEP 2** Fill in **Section A** of this card and give to the other driver. **Do not admit liability.**
- STEP 3** Fill in **Section B** of this card. Check the other driver's license and registration plates to confirm the correct information.
- STEP 4** Find witness/es and fill in **Sections C and D** of this card.
- STEP 5** If you are unable to drive your vehicle, call our Tow Truck Hotline on **1300 353 381** (emergency towing available 24 hours a day). We will help make arrangements for emergency towing.

IMPORTANT Do not sign the authority to tow form unless it has the same address as advised to you by our telephone operators. If you have any problems, simply call us again.

How to report the accident

The FleetPlus Accident Hotline is available 24 hours, 7 days a week on **1300 353 381**.

Our experience operators will guide you through the next steps and will arrange repairs to your company vehicle.

Section A – Your Details

Complete, tear off and give to the other driver

Driver's name _____

Licence no _____ Registration no _____

Vehicle make/model/year _____

Phone number _____

Section B – Other Driver's Details

For your reference

Driver's name _____

Licence no _____ Registration no _____

Address _____

Telephone (h) _____ (w) _____

Vehicle make/model/year _____

Insurance company _____

Section C – Accident Details

For your reference

Day _____ Date _____ Time _____

Location _____

Accident details _____

Witness name _____

Address _____

Telephone (h) _____ (w) _____

Section D – Additional Details

Add details of police, other vehicles, conversations or take a photo.
