

**In the event of a Motor Accident**

**REMAIN CALM**

**DO NOT ADMIT LIABILITY**

**At the scene of an accident**

Check that everyone is uninjured - if not, call 999 immediately and ask for an ambulance and the police

If safe to do so:

Move everyone away from the accident scene (unless they are seriously injured)

Take photographs of the accident scene and any vehicles involved

Exchange names, addresses and 'phone numbers with the other drivers involved

Take note of the number of passengers in other vehicles

Take note of other vehicle details: registration number and make, model and colour

Take note of any foreign commercial vehicle's/articulated units/trailers

Take contact details of any witness(es) to the incident

**If your vehicle is not able to be driven**

Please contact our office on 0141 560 8022. We will arrange for the insurer to uplift your vehicle. Please note if the police arrange the vehicle uplift you will need to confirm the vehicle location so your insurer can collect the vehicle and take it to their approved repairers.

**Following the accident**

Please download the D2 accident form from our website, complete and return to us along with any images taken. Upon receipt of this form, the claim will be reported to your insurer and an approved repairer will be instructed. The approved repairer will contact you to arrange uplift/repairs to your vehicle.

Alternatively, you can arrange for your own choice of garage to submit an estimate, with images, for the insurer's approval.

