



University ref:.....

Insurance ref:.....

Date of Incident:.....

Please print all details clearly.

1 Vehicle & Driver Details:

Name of driver, Department, Driving test pass date, Make and model of vehicle, Note of any previous / pending driving offences, Hire company details (if applicable), Details of any injury sustained: DoB, Contact no., Registration no.

2 Passenger Details:

Number of passengers: Indicate any known injuries sustained: Indicate damage to University/hire vehicle:

3 Third Party Details:

Name of Driver, Address, Make and model of vehicle, Registration no., Contact no.

4 Third Party Vehicle/Property:

Third party insurers, Policy No., No. of passengers in third party vehicle at the time of incident, Details of any injury to third party driver/passengers

5 Witness Details:

Name, Address, Contact no. (two columns)



6 Details of any police officers who may have attended the incident:

PC Name/no. _____ PC Name/no. _____
Police Station _____ Contact no. _____

7 Account of Incident:

Date of Incident _____ Time _____
Name of Road _____ Speed Limit _____
Road / Weather Conditions _____ Wet / Dry _____ Street Lights _____ On / Off _____

8 Detailed Account of Incident:

Multiple horizontal dotted lines for detailed account of incident.

Please draw diagram of incident: Indicate the direction of travel of the vehicles and show where they finished as a result of the incident. Clearly indicate each vehicle involved. Show any road markings and anything else that you consider may be helpful or important. Use a separate sheet of paper if necessary.

Position of the vehicles before the incident:

Position of vehicles after the incident:

Scan and send to transport-services@glasgow.ac.uk.