

Procedure for dealing with reported accidents involving Licensed Vehicles

Accident report form received in correct timescale (72 Hours verbally or within 7 days in writing)

1. Licensing Officers to record the accident on the licensing computer system under a service request
2. Accident report form to be passed to Licensing Enforcement Officer
3. Licensing Enforcement Officer to consider the contents of the form and determine if the vehicle is roadworthy. Where the LEO considers it necessary the driver will be informed that the vehicle must be taken to Copse Road Garage for roadworthiness checks prior to continued work use. Drivers are to report back to the office when the check has been completed.
4. Licensing Enforcement Officer to check the vehicle file to see the history of the vehicle and to determine if any further action is required. Previous accident forms to be checked as well as the circumstances surrounding the accident and who was deemed to be at fault for the accident. The number of accidents over a time period will also be reviewed and monitored.
5. If further action is required this will be undertaken by the Licensing Enforcement Officer in the first instance with potential for the driver to be brought before committee after investigation and discussion with the Senior Licensing Officer. Where no further action is required this will be recorded on licensing records.

Accident report is not reported in the correct timescale (72 hours verbally, or 7days in written form)

6. Where the licensing authority becomes aware of a late or non existent accident form, the driver will be contacted immediately and the Licensing Enforcement Officer will discuss the accident, request an accident form to be submitted immediately and where the LEO considers necessary require the driver to take the vehicle to Copse Road Garage for roadworthiness checks prior to continued work use. Drivers are to report back to the office when the check has been completed. A written warning would be issued due to non-compliance of the Drivers Licensed Conditions ie non reporting of an accident within specified time scales.