



Vehicle Accident

From Registers / P&E Vehicle / Accident click **+ADD NEW**.

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+ADD NEW

EXCEL	PDF	FILTER	GROUP	Show Archives	Search...	
Staff	Vehicle	Location Of Accident	Supervisor	Date	Drive...	Signed Off
Kermit Frog	HT1 Mazda-323-Pink	90 Miller St, Grand View, SA 8900	Rover Alpine	18/02/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kermit Frog	HT1 Mazda-323-Pink	78 High St, Melbourne	Rover Alpine	20/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kermit Frog	HT1 Mazda-323-Pink	26 able Tasman rdHerovilleVic 1234	Heidi Thonig	25/11/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Select the Staff member driving the company vehicle.
2. If required select the Supervisor for this staff member.
3. Select the date of the accident.
4. Type in the Location of the accident.
5. Type in a description of what happened.
6. The Vehicle will auto populate with the vehicle assigned to this staff member. If another vehicle was being used then select the appropriate one from the list.
7. Complete the vehicle damage details

1 Staff: Kermit Frog **2** Supervisor: Rover Alpine **3** Date: 18/02/2021

4 Location Of Accident: 90 Miller St, Grand View, SA 8900 **5** Accident Description: Rear ended at stop sign

6 Vehicle: HT1 Mazda-323-Pink **7** Vehicle Damage Details: Rear bumper smashed and lights broken. **8** No Other Vehicle Involved

Driver Injured Insurance Notified Ambulance Attended Police Attended Signed Off

8a **+ADD**

Make	Model	Colour	Year Manufacturer	Registration Number
Toyota	Corolla	Green	2005	TY654

8. If NO other vehicle was involved leave the tick box blank. Otherwise tick & complete "Vehicles Involved" as per below

No Other Vehicle Involved

a. Click **+ADD**

b **Add New Item**

Make: Holden	Model: Commodore	Year Manufacturer: 2012
Colour: Red	Registration Number: HCR2345	Insurance Company Name: State Insurance
Insurance Company Phone Number: 0800 100 200		

c **SAVE** **CANCEL**

b. Complete the details as required.

c. Click **SAVE**.

9. Tick the boxes required for Driver Injured, Insurance Notified, and Ambulance Attended.
10. When you tick the box for Police Attended a box will open to fill in a Report No.

9 Driver Injured Insurance Notified Ambulance Attended Police Attended **10** Report No: SA532 Signed Off

Contd/...

11. Click **+ADD** for any [Corrective Actions](#) that may be required.
12. Click **+ADD** to enter the details of the Other Driver.
13. Click **+ADD** to enter the details of any Witnesses.

Corrective Action Register								11	+ADD		
N	Type Of Action	Reason	Assigned To	Raised By	Date Identified	Estimated Closure Date	Description				
Driver's Details								12	+ADD		
Name	Gender	Post Code	Date of birth	Address							
Jane Fonda	Female	3892	19/12/1985	23 Newman Rd, Melbourne,							
Witness Details								13	+ADD		
Surname	Given Name	Gender	State	Address	Mobile Phone						
Quant	Mary	Female	VIC	45 Brdige St, Melbourne	0448 962 356						

14. Click **+ADD FILE** to include any other [documents](#).

Documents					14	+ADD FILE
Last Modified Time	Title	Description	Action			

15. Return to the top of the screen and click **SAVE**.
16. When you reopen the record you can generate a report by clicking [CREATE PDF](#).

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15 **16**
  

To record an incident on the mobile app from the Main Menu select Report Issues Suggestons/[Vehicle Accidents](#)