

MOD VEHICLE – ACCIDENT REPORTING PROCEDURES GUIDE

Instructions – if you are involved in an accident.

Ensure there is no risk of fire, explosion and that other dangers are minimised, inform the Police, Fire and Ambulance Services as required. Take steps to warn other traffic and administer first aid. If there are injured persons do not move any vehicle until the Police have given clearance. Inform your unit of the accident and contact the vehicle recovery service if necessary.

DO NOT admit liability or discuss the question of blame with anyone.

DO NOT become aggressive, try to keep calm and be polite.

If your accident has resulted in an injury to any other person, vehicle, animal or property, you must stop and give your details to any person having reasonable grounds for requiring them. You are to do this using the tear off strip at the base of this document. If you are unable to do so you must report the accident and produce the tear off slip to a police station, as soon as reasonably practicable, and in any case within 24 hrs. A record of who the tear off slip was given to must be recorded on the F/MT 3-2 in the space provided.

Complete the remainder of the F/MT 3-2 in full before leaving the scene of the accident, including the sketch map. Immediately on return to your unit transfer the details from the F/MT 3-2 on to the F/MT 3-1 and complete the rest of the form as necessary.

The F/MT 3-1 must then be forwarded to the appropriate authorities, as shown, within 5 days.

NOTES:

All Road Traffic Accidents (RTA) are to be reported, regardless of the damage caused, to the MOD's Claim Handlers/Area Claims Office and the IMPACT Data Cell (IDC) within 5 days. Immediate notice must be sent to the MOD's Claim Handlers/Area Claims Office, copied to the IDC of every RTA which results in a fatality, police proceedings or inquest.

There are eight forms in the F/MT 3 series that are used in MOD traffic accident reporting and post accident administrative procedures. These are:

F/MT 3 MOD Vehicle – Initial Accident Report Form.

F/MT 3-1 MOD Vehicle – Accident Report Form. Completed by the unit/establishment.

F/MT 3-2 MOD Vehicle – Accident Report Form at Scene Details. Prepared by the driver at the scene of the accident. Used to provide the necessary information for completion of the F/MT 3-1.

F/MT 3-3 MOD Vehicle – Accident Procedures Guide. Used in conjunction with F/MT 3-2. Contains tear off slip.

F/MT 3-4 MOD Vehicle – Incident Report Form. Completed by the unit/establishment.

F/MT 3A Report on Post Accident Procedures. Generated by IDC.

F/MT 3B Quarterly Return of Vehicle Mileage. Generated by IDC.

F/MT 928 Unit Accident Register. (May be recorded using electronic data base.)

See also JSP 800, Vol 5 Chap 12, Annex B, Para 15.

DETAILS OF ACCIDENT

Date

Location

DETAILS OF MOD DRIVER

Service /Staff No. Rank/Status Name Initials

Vehicle Registration No. Unit Contact Tel No.

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Accident Type Codes:

To be entered at Part V on the F/MT 3-1, use both a letter prefix and analysis code number.

Prefix:

- R - RTA (as defined in JSP 341 Chapter 12 para 12.005b).
- M - Accident involves more than 1 MOD vehicle.
- S - Vehicle skids prior to accident.
- A - An alleged accident (3rd Party blaming MOD).
- F - Accident caused by equipment failure.
- E - Accident involving MOD horse.
- C - Under instruction of a commander or being marshalled.

Analysis:

- 01 - Head on Collision.
- 02 - Glancing Collision, other vehicle heading same way.
- 03 - Glancing Collision, other vehicle heading opposite way.
- 04 - Glancing Collision, while turning right.
- 05 - Glancing Collision, while turning left.
- 06 - Right angle collision with other vehicle on left.
- 07 - Right angle collision with other vehicle on right.
- 08 - Hit other vehicle in rear travelling in same direction.
- 09 - Hit in rear by other vehicle, travelling in same direction.
- 10 - Reversed into other vehicle, in traffic.
- 11 - Other vehicle reversing.
- 12 - Going forward hit static object/parked vehicle.
- 13 - Reversing hit static object/parked vehicle.
- 14 - Parked and hit by another vehicle.
- 15 - Parked and rolled away.
- 16 - Ran off road without overturning.
- 17 - Overturned (without first colliding).
- 18 - Part of vehicle came off.
- 19 - Part of load fell off.
- 20 - Vehicle or load fire.
- 21 - Hit by flying/falling object.
- 22 - Hit pedal cyclist.
- 23 - Hit a pedestrian.
- 24 - Hit an animal.
- 25 - Trailer became detached.
- 26 - Trailer jack-knifed.
- 27 - Collided with aircraft.
- 28 - Damaged in unknown circumstances.
- 29 - Other type of accident.
- 30 - Individual fell from vehicle.

MOD Vehicle Type Codes:

A TUL/TUM	N Plant Vehicles
B TUM (HD)	O Misc Trials Vehicles
C TUH (1 Ton)	P Fire Fighting Vehicles
D 4 Tonne	Q Articulated Vehicles
E 6 Tonne	R Tk Tp/HET
F 14 Tonne	S Motorcycle
G Other Cargo Vehicle	T BV 206
H DROPS MMLC	U Wheeled A Vehicle
I Ambulance	V Car
J DROPS IMMLC	W Motor Coach
K Recovery Vehicle	X Minibus
L Fuel Vehicles	Y Vans
M Tracked	Z Other /Specialist Vehicles

Reg/Corps/Service Codes.

01 FN	08	15 AAC	22
02 RM	09 RAMC	16	23
03 RAC	10	17 Civilian	24
04 RA	11 REME	18 RAF	25
05 RE	12 RMP	19 Other	26
06 R Signals	13 INT	20 RLC	27
07 INF	14	21 AGC	28

Country Codes:

01 Belgium	09 Gibraltar	17 Iraq
02 Belize	10 Great Britain	18 Afghanistan
03	11 Holland	19 Balkans
04 Canada	12	20 BFAI
05 Cyprus	13 N Ireland	21 Poland
06 Denmark	14 Norway	22
07 France	15 USA	23
08 Germany	16 Other	24

FOR UK ACCIDENTS ONLY. (All commands are to produce a local equivalent)

You are advised to contact Gallagher Bassett International Ltd as soon as possible. All correspondence concerning this accident should include all the particulars set out on the other side of this slip and must be addressed to:

Gallagher Bassett International Ltd, Suite 51, Enterprise House, Springkerse Business Park, STERLING, Scotland FK7 7UF.

In the case of persons sustaining injury full particulars should be included.

In the case of vehicle damage the following information is required:

- The name and address of your Insurance Company
- The Policy Number.
- Details of Cover held. (Third Party, Fully Comprehensive etc).
- The amount of excess (if any).

The issuing of this slip is for information purposes only and must NOT be taken as an admission of liability.