

Post Accident - Driver Review Meeting - Checklist

The vast majority of motor incidents involve human error and as such are avoidable by one driver, or the other, or both. Further, in hindsight, it's often the case that effective management action could have prevented the incident altogether.

It's recommended that following every incident, the circumstances are thoroughly investigated, recorded and the driver interviewed by a senior member of company. Usually there are lessons to be learnt

The following checklist is designed to provoke reflective thought and to encourage preventative measures being taken to minimise future risk. Please records comments including learning following the meeting with the driver.

Incident Date : _____ **Driver :** _____ **Interviewer:** _____ **Date:** _____

Fleet Policyholder Name: _____

Investigation Checklist	Comments from Meeting with Driver
<p><u>FROM THE SCENE INFORMATION</u></p> <ul style="list-style-type: none"> • Evidence collected using camera/smart phone? • Road geometry / markings / priorities, positioning of vehicles, sign posts, speed limits, lighting, etc? • Road / Weather conditions? • Visibility? • Any other contributory hazards? 	
<p><u>DRIVER CONSIDERATIONS</u></p> <ul style="list-style-type: none"> • Driver observation, hazard perception/anticipation? • Evidence of excessive speed &/or other violation? • Appropriate use of mirrors, lights & horn? • Any in vehicle distraction operating (e.g. mobile phone, satellite navigation, eating etc)? • Any question of problems with eyesight? • Suggestion of tiredness / fatigue? • Suspicion of alcohol drugs or prescribed medication 	
<p><u>VEHICLE CONSIDERATIONS</u></p> <ul style="list-style-type: none"> • Suitability for task (type, size, performance etc)? • Mechanical defects (especially brakes)? • Other contributory problems (e.g. tyre tread, tyre pressures, windscreen cracks etc) ? 	
<p><u>MANAGEMENT CONSIDERATIONS</u></p> <ul style="list-style-type: none"> • Actions the driver may have taken to avoid the incident? • Actions the driver can take to reduce a reoccurrence? • How much do you estimate that dealing with this incident actually cost? (not just bent metal) • Do you conclude that the driver ought reasonably to have been able to avoid the incident? 	

Evaluation Carried out by: _____

Position: _____

Signed: _____

Date: _____