



Incident Including Road Traffic Collision Reporting

J Swingler Transport are committed to operating safely. Post incident we shall complete an investigation to understand the root cause and implement lessons learnt for the prevention of all incidents and accidents involving employees, interested parties and road users including vulnerable road users.

Our policy is to document and investigate all road traffic collisions, incidents and near-misses. Such investigations shall lead to continual improvement of our behaviours and the prevention/minimisation of road traffic collision, incident and near-miss impact.

J Swingler Transport procedure determines the steps to be taken to determine the contributory and root causes of road traffic collisions, incidents and near-misses to prevent recurrence, reducing road risk and providing a safe place of work for all.

All incidents shall be managed by our Operations Manager (Road RTC-Anthony Thompson) or Office Manager (Non-Road RTC /deputy to Operations Manager) with support from our **Compliance Consultant**

J Swingler Transport operate live recording of all incidents through our Transport Management App **Asset-Go**, this sends real time information to senior management for support and investigation.

Our Office manager shall ensure:

- All Incidents are managed safely, legally and reported to the relevant authorities promptly (i.e., DVLA/HSE/Insurance)
- Incident facts are collated accurately, recorded correctly, and reported to the insurer, escalated within senior management during the investigation.
- Vehicles involved are repaired to a safe and legal state prior to being returned to the road, authorised via Asset Go.
- Drivers involved are assessed for wellbeing and competency to ensure they are well and fit to return to driving duties
- Incidents are investigated to determine primary and contributory factors.
- Root cause and contributory factors are reviewed by Senior Management as part of our regular Management Review Meetings and continual improvement (lessons learnt) actions implemented to further reduce road risk and provide a safe place of work.

J Swingler Transport policy is for all employees to **go safely home every day**.

A handwritten signature in black ink, appearing to be 'A. Thompson', is written over a light blue circular stamp.

Signed: _____
Anthony Thompson
Proprietor

BMS 011	Rev 2	2 January 2024
Reviewed Michelle Woodward		Renewal due Jan 2025