



Vehicle Accident Reporting

To report a Vehicle Accident, from the Main Menu select:

- Report Issues Suggestions &...
- Vehicle Accident Register

Kermit Frog
Nzdbfest

Emergency Numbers

Report Issues Suggestions &...

Job Docs

Report Issues Suggestio...

Environmental Conditions Register

Leave Requests

Report Asbestos Exposure

Report Hazardous Substansse Expos...

Personal Injury Register

Suggest Safety improvements

Vehicle Accident Register

1. Driver's Name will populate with your details. Change if you are reporting the accident for another member of staff.
2. Supervisor/Manger's Name will populate with the direct manager selected in your staff personal details. Change as required.
3. Select the date of the accident.
4. Select the company vehicle involved. This will auto populate if you have been assigned a vehicle in the Plant & Equipment Register.
5. Enter Other Vehicles Details – as per below.
6. Enter Other Driver Details – as per below.
7. Enter Witness Details – as per below or leave blank.

Vehicle Accident Register

1 Driver's Name
Kermit Frog

2 Supervisor/Manager's Name
Rover Alpine

3 Date
18 Feb 2021

4 Select Company Vehicle Involved
HT1 Mazda-323-Pink

5 Other Vehicle's Details +

6 Other Driver's Details +

No Other Vehicle Involved

7 Witness Details +

Click **+ADD FILES** as required for each and

5 Other Vehicles Definition	6 Other Driver's Details	7 Witness
Make Toyota	Name George Lucas	Surname Popping
Model Corolla	Gender Male	Gender Female
Year Manufacturer 2005	Date of Birth 09 Mar 1998	Date of Birth 17 May 2005
Colour Green	Address 23 Green St. St Andrews	Address 23 Grand St, Napier
Registration Number TY654	State NSW	State WA
Insurance Company Name State Ins	Post Code 2586	Post Code 3698
InsuranceCompanyPhoneNumber 08 90 67899	Driver's License Number NSW6755	Driver's License Number DL67II
	Mobile Number 0405832589	Mobile Number 07586328


5a




No Other Vehicle Involved

5a. Tick the box if "No other vehicle Involved".

When the box is unticked details of other vehicle will be mandatory.

8. Type in the location of the accident.
9. Type in the damage to your vehicle.
10. Type in a description of the accident.
11. Click **+ADD FILE** to include a photo.
12. Click  to save,

← Vehicle Accident Register 

Location of Accident

8 90 Miller St, Grand View, SA 8900


Vehicle Damage Details


9 Rear bumper smashed and lights broken.


Accident Description

10 Rear ended at stop sign


11 + ADD FILE ...


12 


Tap green circle to sign off 

13. Sign Off  will now be available to click.

If you are reporting this for another staff member then click ← at the top of the screen to go back.

VIEW FILE 

13 

Tap green circ 

NOTE:

When using the date picker to enter dates of birth it is easier to start with the year, then select month and day.

This way all the options in day and month will be available.

When complete click **DONE**.

		CANCEL	DONE
07	Jan		2000
08	Feb		1999
09	Mar		1998
10	Apr		1997
11	May		1996

