

## Wheelchair Accessible Vehicle (WAV) accident policy

- It is important to follow appropriate guidelines if a Personal Assistant (PA) is involved in an accident while driving at work.
- In the event of an accident or a knock, pull over immediately, switch the engine off and put the hazard lights on.
- Ensure that all occupants are uninjured and moved to a place of safety and if necessary, ensure our son is safely removed from the car.
- Contact the emergency services (999) if need be.
- Do not under any circumstances apologise or take the blame as the PA then may become liable for any damage.
- Exchange details with the owner of the motor vehicle, including name, address and number plate, insurance company (this can be found in the car) and exact location of accident.
- It is important to take pictures of any damage occurred on both motor vehicles and obtain any witnesses' accounts if applicable.
- Record details for employer's insurance and inform employer / team leader as soon as possible.

Sign off sheet for staff to acknowledge they have read this policy

Print your name	Sign your name	Date
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