OBLIGATION TO REPORT ACCIDENTS

1. **Action at the Scene of Accident.** The immediate administrative action required by a MOD driver as a result of being involved in an accident is shown on the F/MT 3-3. In cases where the accident is subject to an investigation by civil police or Service authorities, the F/MT procedure described in this DCoP is to continue.

2. **Legal Obligations of Drivers.** If a MOD driver is knowingly involved in a RTA, which causes death or injury to any person or animal, damage to any other vehicle or property constructed on, fixed to, growing in or otherwise forming part of the land on which the road in question is situated, or land adjacent thereto, he must:
   
   a. Stop! In a safe place.

   b. Give their name, rank, unit title, address and the registration number of the vehicle to anyone having reasonable grounds for requiring them, using the detachable slip on the F/MT 3-3 for this purpose. If a police officer is present, the slip is to be presented unless directed otherwise. Under no circumstances may a driver admit liability to a third party.

   c. If the driver does not give the detachable slip to anyone at the scene, he / she is to report the RTA, in person, to the police as soon as practicable and, in any case within 24 hours. In Northern Ireland, every RTA on the public highway is to be reported to the police.

3. **Department Claims Handlers and IMPACT Data Cell.** All MOD vehicle RTAs must be reported by the responsible unit to the Department’s Claims Handlers within **24 hrs**, using the F/MT 3. This is to be followed by the submission of the F/MT 3-1 (only available in hard copy from Bicester) and F/MT 3-7 witness statements, which **MUST** reach the Departments Claims Handlers within 5 days (not working days) Distribution is shown at para 27. The F/MT 3-4 is to be forwarded to IDC and higher authority within 5 calendar days. There is no requirement to report Incidents to the Department Claims Handlers.

4. **Unreported or Alleged Accidents.** As soon as an alleged RTA involving a MOD vehicle is notified, a unit is required to investigate and initiate a report using the F/MT 3-1 RTA, even if they have no previous knowledge of the occurrence. The unit is to attach a copy of the Authority to Use Documents (ATUD) for the day of the alleged RTA as supporting documentation.

POLICE PROCEEDINGS AND FATALITIES

5. **Immediate Action by the Unit.** In all cases of accidents involving MOD vehicles, which result in any person receiving fatal or very serious injuries, immediate notice by telephone, signal or fax is to be given to the Department's Claims Handlers and
higher authority, copied to IDC, by the responsible unit. Immediate notice is also to be given to the appropriate claims Department, if the RTA involved any third-party injury (the format of the F/MT 3 Initial Accident Report Form can be used to provide the necessary information). These actions are mandatory and must never be delayed by an enquiry or investigation. This communication is to include information as to whether or not the MOD vehicle was;

a. Driven by the authorised driver.

b. On an authorised journey.

c. On its authorised route.

6. Land Systems Incident Reporting Procedure. In accordance with JSP886, all instances of actual, suspected or alleged equipment failure, where safety is compromised or where there are fatalities, injuries, or other potentially life threatening occurrences, must also be reported to the Land Systems Incident Notification Cell (LSINC) at Andover, Tel 01264 382055 (Duty Officer during Silent Hours) and FLC/TLB Incident Notification Cells via extant TLB processes. A Serious Equipment Failure Investigation Team (SEFIT) may be called upon to investigate the reported failure.

7. Notification of Serious Accidents. In the event of serious traffic accidents, involving fatalities or other incidents of public concern, reporting procedures in addition to those contained in this DCoP may be required, iaw the following publications:

a. RN/RM. PJHQ Instruction BR 8886.

b. Army. LFSO 3202.

c. RAF. iaw these Regulations.

8. Notification of Occurrences Involving Dangerous Goods. In addition to the action required in these regulations all incidents, accidents and near misses shall be reported in accordance with JSP 800 Vol 4b.

9. Inquests. There is no legal requirement for the department to be represented by legal counsel at an inquest (or fatal accident enquiry in Scotland). There are such occasions when legal representation is engaged by the MOD, when it is deemed that such representation will assist a coroner. Representation is authorised following a review of each case by the defence inquests unit. In the majority of circumstances, such representation will also cover the MOD witnesses involved. However, there are occasions where this is not possible, because the legal MOD representatives consider that ‘conflict of interest’ exists between the representation required to support the department and the representation required to support an individual witness. Any witness would be informed of any conflict and advised. If the MOD personnel decide to obtain legal representation, this is a personal choice and is at the individual’s expense.

10. MOD Land or Private Property. Vehicle accidents occurring on MOD land or private property, resulting in a fatality or life-threatening injury, shall be reported to the appropriate Service Police in the first instance. The requirement to complete the vehicle accident documentation is not to be hampered by any subsequent investigation.
MISCELLANEOUS

11. **Collisions between Road and Railway Vehicles.** If an accident occurs between a MOD vehicle and a railway train / rolling stock, it is to be treated for the purpose of these Regulations as an RTA. If the RTA occurs in an MOD rail-served depot, the driver is to report the matter using the F/MT 3-1 and any additional requirement of JSP 375. Railway staff shall report the matter through their Line Management to the Depot Railway Officer who is required to report it as a railway accident in accordance with JSP 790.

12. **Vehicle or Equipment Failure / Defect.** If a vehicle or equipment failure / defect appears to have contributed to the accident, the MOD Unit Transport Manager is to complete an Equipment Failure / Defect Report or Serious Defect Signal to the appropriate Command Equipment Support staff.

POST-ACCIDENT PROCEDURES

13. **Accident Enquiries.** All accidents involving MOD vehicles shall be processed and analysed at unit level. The terms "analysis" or "enquiries" are less controversial and are therefore, more appropriate.

14. **Purpose of the Enquiry.** The purpose of such enquiries is simply to provide the CO / HoE and the Department's Claims Handlers or appropriate Claims Department with a general indication of the circumstances surrounding the incident and a guide to what further action may be required with regards to third-party involvement.

15. **Appointment of Unit Accident Procedure Manager (UAPM).** The CO / HoE is to appoint a UAPM. Where possible, this should be a SNCO or civilian of equivalent status (usually the Transport Operator), who has qualified as either a Unit Road Safety Officer (URSO) or Defence Road Safety Advisor (DRSA). It is acceptable for an NCO to be locally trained to carry out these duties under the guidance of a URSO / DRSA. The UAPM should not be part of the driver's line management / chain of command.

16. **Action by UAPM.** The UAPM is to:

   a. Inform the civil police of the RTA, if the driver is incapable of doing so. Submit F/MT 3 to the relevant Department Claims Handlers or ACO overseas within 24 hours.

   b. Examine the F/MT 3-2 prepared by the driver at the scene of the RTA and complete any missing details. In the event that the driver is unable to complete the form, through injury or any other cause, the UAPM is to prepare the F/MT 3-2 and, where appropriate and practical, take other action as should have been taken by the driver at the scene.

   c. Arrange for the F/MT 3-1 or FMT_3-4 to be completed, based on the information contained in the F/MT 3-2. Where possible, this should be conducted in an office away from other witnesses or any other distractions.

   d. Obtain a statement from the MOD driver. The UAPM is to advise the driver that statements are only provided as matters of opinion and the information contained in them and the F/MT documentation may not be used as evidence to support any administrative or disciplinary action, as they were not given on
oath, under caution or as a result of any legal advice. The MOD driver’s statement should also mention the reason for any deviation from the authorised route.

e. Obtain the driver’s original signature to either the declaration at Section Z of all 4 copies of the of the F/MT 3-1, advising him of the significance of this declaration, or the relevant box of the F/MT 3-4. It is essential that proper signatures are obtained on F/MT 3-1 and that the names are not simply written or typed in. Failure to give the full declaration in Section Z of F/MT 3-1 may result in the MOD driver being held responsible for meeting all costs (including legal representation and third-party damages) which may arise from any action brought against him or her. If it is not possible for the driver to provide a signature, one is to be provided by the MOD Unit Transport Manager, which is to be supported by a statement explaining why the driver was unable to sign.

f. Obtain statements from MOD employees who witnessed the accident. Witness statements (F/MT 3-7) should give as full and complete an account of all the facts leading up to the RTA as is possible. Statements shall be signed by the witness and countersigned by the UAPM, stating that the witness signed in his presence. The UAPM is to exercise extreme caution during such enquiries to ensure that he does not express any opinion nor influence the views of a witness in any way. Statements provide important information for MOD to defend, compromise or settle any civil proceedings arising out of the RTA but they are inadmissible as evidence. Where possible, statements should:

(1) Indicate the position from which the witness saw the RTA.
(2) Indicate the apparent cause of the RTA, but not speculate.
(3) Identify the point and angle of impact.
(4) Refer to the road layout and any skid mark measurements by reference to the plan on F/MT 3-1.

g. Ensure that all documentation (i.e. F/MT 3-1, statements etc) regarding RTAs occurring during the provision of MOD assistance to Civil ministries, or other sponsoring authorities (e.g. during periods of emergency for industrial disputes), as specifically directed by MOD, is clearly marked with the operation code word so that the incident concerned may be readily identified.

h. Ensure that, should the RTA occur during a deviation from the authorised route, a sketch plan showing the authorised route and the route taken in deviation, with the approximate distances of each, is to be prepared, certified as correct and a copy attached to every copy of F/MT 3-1.

i. Submit the F/MT 3-1 (in quadruplicate) or the F/MT 3-4 to the MOD unit Transport Manager for checking and signature at Section A.

j. Complete the F/MT 928 – Unit vehicle accident register.

k. If passengers are injured in the rear of a Dual Purpose Vehicle (DPV), a copy of the risk assessment for the journey is to be attached to the F/MT 3-1.
17. **Action by the MOD Unit Transport Manager.** The MOD unit Transport Manager is to examine all available information concerning the accident in order to:

a. Check the details are recorded correctly on the F/MT 3-1 or F/MT 3-4 and determine and enter the appropriate Accident Type Codes at Section V of the F/MT 3-1 or the relevant section on the F/MT 3-4. Sign and complete the relevant sections of the form and arrange for its distribution.

18. Arrange for the driver to receive training and re-assessment as necessary. Any driver, who has been identified at fault in an avoidable vehicle accident, is to have their eyesight checked and their driving re-assessed using the FMT 119 Vehicle Driving Assessment Report in order to confirm competence to drive MOD vehicles.

19. Provide the CO / HoE with a brief summary of the circumstances of the RTA and any conclusion using the FMT 3-6 Unit Vehicle Accident Enquiry Report, which might be drawn (See Unit considerations and Formal Enquiries).

## ACCIDENT DOCUMENTATION

20. **Standardised Accident Documentation.** The documents used for reporting all accidents have been designed only to provide the necessary information for claims handling and allow for easy analysis by IDC. Under no circumstances are these forms to be used as evidence in disciplinary proceedings, as the information they contain is not provided on oath, under caution or as a result of legal advice. Sufficient copies of all F/MT 3 series paperwork should be carried on long journeys, exercises and operations. Overseas Commands shall ensure that translated versions of F/MT 3-2 and 3-3 are made available for non-English speaking or reading drivers. The form (less the FMT 3-1) are included in this DCoP or can be printed from the Defence Road Transport web site [http://transportsafety.web.logis.r.mil.uk/](http://transportsafety.web.logis.r.mil.uk/). The F/MT 3-1 can be ordered from [http://millie2.dloas.r.mil.uk/Account/Register](http://millie2.dloas.r.mil.uk/Account/Register). Any users that have difficulty with this site may call: 94240 2052 or 01869 256052. The forms used to collect accident data, which will be required for each MOD vehicle involved, are:

a. **F/MT 3 - MOD Vehicle - Initial Accident Report Form.** F/MT 3 Submitted by the responsible unit as an initial report to inform the relevant Department Claims Handlers or ACO overseas that an RTA has occurred. It requests a brief outline of the accident, third party involvement and details of any injuries, including fatalities (see guidance notes). This form is to be submitted by fax within 24 hours (see Immediate action by the Unit). In all cases the F/MT 3-1 is also required as follow-up action and is to be submitted as described in para b below.

b. **F/MT 3-1 - MOD Vehicle - Accident Report Form.** Provides detailed information of a MOD vehicle RTA to the Department Claims Handlers or ACO overseas, IDC and higher authority. The form is to be completed based on the information taken from the F/MT 3-2. It is to be compiled by the unit within 5 days of the accident. In cases of accidents, where more than one MOD vehicle is involved, an F/MT 3-1 is only required for those MOD vehicles which have caused damage to a third party, received damage from a third party or have resulted in an injury. In such cases an F/MT 3-4 is required for any other MOD vehicle involved. Owing to the size and complexity, the F/MT 3-1 is not produced electronically although notes on completion are attached. F/MT 3-1 can be ordered from Millie Register MSN 091LAN0284714.

c. **F/MT 3-2 - MOD Vehicle - Accident Report Form - At Scene Details.** Initial information gathering form. Units shall ensure that this form and the accompanying F/MT 3-3 are carried in every MOD vehicle. It is to be completed by the driver at the
scene of the accident. This form is to be reproduced at unit level. The F/MT 3-2 is to have the unit telephone and fax number entered on it prior to issue.

23. **F/MT 3-3 – MOD Vehicle - Accident Reporting Procedures Guide.** Procedural guide to drivers of MOD vehicles involved in accidents and tear-off slip providing interested third parties with details of how to contact the Department’s Claims Handlers. Responsible units shall ensure that this form is carried in every MOD vehicle with the F/MT 3-2 and this form is to be reproduced at unit level.

24. **F/MT 3-4 - MOD Vehicle - Incident Report Form.** Used to report all vehicle related incidents that do not require F/MT 3-1 action. The requirement to submit this form or the F/MT 3-1 is to be determined by the responsible unit. (See Definitions) The F/MT 3-4 negates the requirement for any F/MT 3A action by IDC as it includes all information on one form.

25. **F/MT 3A - Report on Post-Accident Action.** On processing, an F/MT 3-1 IDC will automatically issue the F/MT 3A which will be forwarded to the responsible unit (as indicated at Part L of the F/MT 3-1) for post-accident action. Once the costs of damage to the MOD vehicle, precipitating factor and the contributory factor of the RTA have been established, the F/MT 3A is to be completed and distributed as shown at Part F of the form. Submission of F/MT 3As should not be held up if the cost details are unknown IDC will accept F/MT 3As without cost. Units should then send a copy of the F/MT 3A headed ‘cost details only’. Additionally, the form asks if a Certificate of Dispensation from Normal Operation Standards was in place at the time of the accident.

26. **F/MT 928 – Unit Vehicle Accident Register.** A loose-leafed register, maintained by the Unit Accident Procedures Manager (UAPM TORs). This form is used to record details of all accidents involving MOD vehicles. This information may be recorded using an electronic database.

27. **Retention of Documentation.** All accident / incident report documentation is to be retained for 2 years from the date of last entry.

28. **Replacement Documents.** Documentation is replaced without delay if used at the scene of an accident, becomes soiled or otherwise unusable, or is lost or misplaced.

29. **Distribution of Accident Report Forms.** The distribution of accident report forms is dependent on whether an F/MT 3-1 or an F/MT 3-4 is used:

   a. **Distribution of the F/MT 3-1.**

      (1) Copy No 1 is to be sent to the Department's Claims Handlers, if the RTA happened in the UK, or to appropriate Claims Department, if the RTA happened outside the UK (see DCoP No. 3: Liability and Insurance Arrangement for MOD Vehicles). The F/MT 3-1 is to be accompanied by:

      (a) A sketch plan showing any deviation from the authorised route if appropriate.

      (b) Copies of any associated documents provided by the MOD driver or other witnesses.
(c) A MOD Form 510 - Accident Reporting Form for MOD personnel, if required (Pt 3 Ch 6 Death, Injury and Environmental Incidents).

(2) Copy 2 is to be sent to the IDC, together with copies of statements by the driver and any witnesses. A copy of the Driver’s Record Sheet (Eat & Sleep Cards) is to be forwarded when in use.

(3) Copy 3 is to be sent to:

   (a) The appropriate Command Headquarters (Service units).

   (b) Higher Authority.

   (c) The appropriate TLB (Central Establishments).

(4) Copy 4 is to be retained in a unit file, together with the original F/MT 3-2, copies of the driver’s statement, vehicle repair requests, witness statements and, where applicable, a copy of the sketch plan of any deviation from authorised routes. When completed, a copy of the F/MT 3A is to be retained with copies of all correspondence regarding the accident.

b. Distribution of the F/MT 3-4. There is no requirement to forward a copy of the F/MT 3-4 to the Department’s Claims Handlers as shown in para a (1) above. Copies of the F/MT 3-4 are only to be forwarded to addressees shown above. A unit copy is to be maintained as described above.

30. IMPACT Data Cell (IDC). The IMPACT Data cell is located at:

   IMPACT Data Cell, DLSR, Mov&Tpt, McIntosh 0 ##0017, MOD Abbey Wood (South), Bristol, BS34 8JH. Tel: Mil: 9679 80982 Civ: 030679 80982 Fax: 9352 33919 Civ: 0117 913 3919

31. Late Reporting of Statements. If a statement or document is not forwarded with copy No 1 of the F/MT 3-1 or an F/MT 3-4, it is to be forwarded to the appropriate authority as soon as possible with a covering letter identifying:

   a. The unit file reference number of the accident.
   b. The date of the RTA.
   c. The name of the MOD driver.
   d. The registration mark of the MOD vehicle.

32. Additional F/MT 3-1 or F/MT 3-4s are not required.

33. Inaccurate or Inadequate Reports. If subsequent analysis reveals an inaccuracy in any document, statement or any other information, the Department’s Claims Handlers or IDC will contact the responsible unit for corrective action.

34. Discipline Procedures. Commanders should have the confidence to deal with avoidable RTA / incident and award appropriate penalties, thereby acting as some form of deterrent ensuring that drivers are brought to account for their actions when an obvious contravention of the Regulations / Units SOPs has occurred. The
following guidance is given for disciplinary procedures that can be administered to drivers involved in a RTA / incident regarded as avoidable.

a. If disciplinary action is contemplated, then advice from the appropriate legal service lead should be sought as soon as possible to ascertain whether there are grounds for summary dealings (do not wait for full evidence gathering to occur first).

b. If the possibility of disciplinary action relies solely on the evidence of the accused (driver) or co-accused, then summary dealings should not proceed.

c. Where disciplinary proceedings are contemplated, there should be no delay in the gathering of evidence to support it. Undue delay can weaken the value of witness evidence.

d. Witness statements should conform to the witness statement template FMT 3-7. There is no requirement for witness statements to be taken by individual Service Police / MOD Police. Statements by the driver should conform to the driver statement template FMT 3-8.

e. Units are reminded that all FMT 3 paperwork is inadmissible as evidence.