

**This is NOT a report form. Use the information gathered to help complete an Accident Report Form as soon as possible and attach this card when submitting.**

Name:.....  
 Bus Reg:.....  
 Inc. Date/Time:.....  
 Location:.....  
 Other Vehicle Reg:.....  
 Make/Model:.....  
 No. of Passengers:.....  
 Other Vehicle Damage:.....  
 Owner Name:.....  
 Owner Address:.....  
 Owner Email:.....  
 Owner Tel/Mobile:.....  
 Driver Name:.....  
 Insurer Name:.....  
 Policy No. (if known):.....

Control Notified? Y / N  
 Reported to Police? Y / N  
 Officer's No's: .....

**For witnesses/injured parties, see over and continue with a separate note, if required.**

Has tear-off section been given to the other party? Y / N

Date: .....

**Person receiving card:** I have been given the other half of this card containing incident details and mitigation of loss information.

**Name (Print):** .....

**Signed:** .....

If the other party refused to sign, tick here



**Lothian Buses**  
**Annandale Street**  
**Edinburgh**  
**EH7 4AZ**  
 ☎ 0131 554 4494

**Our driver has completed this card for your information. Completion of the card has no bearing on liability. The driver cannot enter into any discussion on the accident circumstances or comment on liability.**

**IMPORTANT INFORMATION FOR THIRD PARTIES OVERLEAF**

**INSURANCE / CLAIM ENQUIRIES:**

☎ ask for Insurance Department  
 ✉ insurance@lothianbuses.co.uk

**OTHER ENQUIRIES / COMMENTS:**

☎ ask for Customer Services  
 ✉ mail@lothianbuses.co.uk

Incident Date/Time:.....  
 Location:.....  
 Driver Name:.....  
 Vehicle Registration:.....

AO 411a

**IMPORTANT INFORMATION FOR YOU AS A THIRD PARTY - MITIGATION OF LOSSES**

It is your common law duty to ensure that your losses and expenses are kept to a minimum. The following information is intended to help you control these losses where you consider, and we agree, that our driver was entirely to blame for this accident.

If we find our driver was the responsible party, we can arrange repairs to your vehicle and provide a suitable replacement vehicle, if necessary, while your own is undriveable or under repair - if the vehicle is not roadworthy and a temporary repair can be carried out to help minimise losses, this should be done and the invoice sent to us.

A roadworthy vehicle should not be taken in for repair until the garage has all parts and materials to hand and is able to commence work.

Where the incident is our driver's fault, we aim to have the matter concluded with as little inconvenience to you as possible. If you choose not to contact us or take advantage of the above offer, this may affect future efforts to recover hire or storage charges incurred by using the services of any other party.

**WITNESSES**

Name:.....  
 Address:.....  
 Tel:.....  
 Whereabouts e.g. on bus, other vehicle, pedestrian.

**WITNESSES**

Name:.....  
 Address:.....  
 Tel:.....  
 Whereabouts e.g. on bus, other vehicle, pedestrian.

**WITNESSES**

Name:.....  
 Address:.....  
 Tel:.....  
 Whereabouts e.g. on bus, other vehicle, pedestrian.

**INJURIES**

Name:.....  
 Address:.....  
 Whereabouts e.g. on bus, other vehicle, pedestrian.  
 Medical attention offered\* Y / N Accepted / Declined

**INJURIES**

Name:.....  
 Address:.....  
 Whereabouts e.g. on bus, other vehicle, pedestrian.  
 Medical attention offered\* Y / N Accepted / Declined

**INJURIES**

Name:.....  
 Address:.....  
 Whereabouts e.g. on bus, other vehicle, pedestrian.  
 Medical attention offered\* Y / N Accepted / Declined