



LISTERS COMPANY CAR DRIVERS

WHAT TO DO...

If you're involved in a crash:

Important : Do not admit liability, leave it to the insurers to decide who may be at fault

Your safety should be your priority, however, if you are able please carry out the following.

Firstly:

- Call the police only if someone is injured, the vehicles are causing an obstruction or if there is a threat of harm from the third party
- Take photos of any involved vehicles' registration numbers and the general road layout, and note the number of passengers
- Take details of other drivers involved wherever possible (name, address, place of work, telephone number, insurance company)
- Take contact details of any witnesses

Then:

- Any claims must be reported straight away. Notify our Howden Group insurance Claims Handler Victoria Jennings on **0151 243 3668** or email liveclaims@howdengroup.com
- Out of hours? Call Allianz direct on **0344 412 9996**, quoting Policy Number **SM29021206**
- Contact your line manager at the next opportunity to [fill in an online accident form here](#)

Use your mobile phone to record the details if you are able. Alternatively, it's helpful to carry a notepad and pen in your vehicle.

If you break down, including flat tyres:

Call Roadside Assistance. The telephone number should be on your vehicle's sun visor or in your glove compartment. **Please check it is there when you next get in your car.** If not, please ask your supplying dealership.

Your car may have a dedicated 'assist' button, usually featuring a spanner icon and located in the headlining.

If you experience other general issues with the vehicle:

Contact your supplying dealership.