

## ANGLICAN DIOCESE OF GIPPSLAND – 2014

### Motor Vehicle Fleet Insurance

In the event of the unfortunate circumstance that your motor vehicle is damaged or stolen please contact Vero Claims First Response Unit on 1800 222 043 and advise the operator that you are driving a vehicle covered by policy number MSL071341823.

This can be done at the scene of the accident if you have a mobile phone. It will take approximately 10 minutes and the operator will talk you through the claim and take all details. They will also manage the repair process and expedite settlement of your claim and arrange a Contact Relationship Plan.

The First Response Unit is open to take calls 24 hours a day/7 days a week. If you do not make the call from accident scene, make it as soon as possible thereafter. If this is completed straight away it will not be necessary to complete any further claim forms.

### WINDSCREENS

Ring Windscreens O'Brien on 1800 027 403. Advise that you are a fleet customer, quote the Policy No. (MLS071341823) and date of damage.

### At The Scene Of The Accident:

1. Ensure your safety, the safety of others and of the vehicle(s) and belongings.
2. ***Do Not Admit Any Liability.***
3. Comply with Police reporting requirements.
4. If another vehicle(s) or other person(s) property is involved, obtain:
  - (i) The owner's names, address and telephone number.
  - (ii) The driver's name, address, telephone number and if applicable license number.
  - (iii) The name of the owner's insurance company.
  - (iv) The make, type and registration number of the vehicle(s).
  - (v) The name and address of any witnesses and who they will be a witness for.
5. As soon as possible contact your superior and advise them of the accident and the action you have taken.