LONDON FIRE BRIGADE

Reporting of traffic collisions involving essential, lease and casual car users and hired/loaned vehicles

New policy number:	**410**
Old instruction number:	**MAN:C005:a1**
Issue date:	**1 August 2005**
Reviewed as current:	**27 October 2026**
Owner:	**Assistant Director, Health, Safety and Wellbeing**
Responsible work team:	**Health and Safety Policy**

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1 Introduction

1.1 This policy is intended to clarify the position when a road traffic collision involves an essential (ECUS), Lease (LCUS) or Casual (CCUS) car user, or a hired/loaned vehicle. Loaned vehicles include demonstrators and sponsored vehicles. This policy must be read in conjunction with the Policy number 409 – Legal and insurance aspects of vehicle collisions.

1.2 In case of a query/enquiry regarding the insurance aspects of an event involving an ECUS, LCUS or hired/loaned contact Vehicle Administration Team (VAT), Procurement Department.

1.3 In the case of a query/enquiry regarding the insurance aspects of an event involving a CCUS vehicle, the user must contact their own insurer.

1.4 In the case of a query/enquiry regarding the safety event reporting database (SERD), contact Health and Safety Services (HSS) during normal officer hours, or the duty SAI outside this time.

2 When to report these vehicle events

2.1 With immediate effect all road traffic collisions involving ECUS, LCUS or CCUS and hired/loaned vehicles are to be reported if the vehicle is being used for Brigade purposes at the time of the road traffic collisions. Brigade purposes are defined as follows:

Purpose of Journey	**SERD Entry Required?**
Travelling to or from a person's normal place of work at the beginning or end of the working day.	NO
Travelling to or from a place of work not normally attended (e.g. attending a course or meeting) at a location that is not a person's normal place of work. (This includes journeys outside the Brigade's geographical boundary).	YES
Travelling to or from person's normal place of work at the beginning or end of the working day when the person is available to answer emergency calls due to being on a 24-hour cover shift.	YES
Travelling for the purposes of Brigade business during the working day (normally identified as a journey that attracts a mileage payment – however will not include journeys to or from home or stand-by base for the purpose of having lunch).	YES

2.2 Where a SERD report needs to be generated (see the table above) it is to be actioned in accordance with Policy number 368 – Health, safety and environmental event investigation policy. These events are being recorded for statistical purposes. Where there is no injury to Brigade employees, the SERD entry may be completed by the driver of the vehicle.

2.3 If the driver or passenger in the vehicle is injured then an investigating officer is to be appointed and the event reported in accordance Policy number 368 – Health, safety and environmental event investigation policy. If a third party is injured, include their details in the SERD report.

2.4 Any traffic collision occurring in any circumstances if driving a lease car or hired/loaned or in the case of ECUS while driving on a blue light only contact VAT for guidance on how to effect repairs to your vehicle or follow guidance already issued to you by VAT.

2.5 There is no requirement to fill out a TR/D3/1 form for traffic collisions involving these vehicles as they do not have a fleet number.

2.6 For the purposes of SERD, any vehicle ECUS, LCUS, hired/loaned or CCUS that is being recorded as involved in a road traffic collisions, is to be considered as a Brigade vehicle.

2.7 At the screen 'SERD – Category Selection', check the box 'Were any LFB vehicles involved?' At the screen 'SERD – LFB involved vehicle' the mandatory field is 'Fleet Number'. In this field insert ECUS, for an essential car user, LCUS for a lease car user, or CCUS for a casual car user, as appropriate. For hired or loaned vehicles insert the word 'Hire'.

2.8 **In addition to the SERD entry** the following reports may also be required by VAT within the Procurement Department. These circumstances are defined below:

Car scheme	**Further report to:**
Casual car user	Driver's own insurance company
Lease car user (not on blue light)	LFB Insurer
Lease car user (on blue light)	LFB Insurer
Essential car user (not on blue light)	Driver's own insurance company
Essential car user (on blue light)	LFB insurer and driver's own insurance company
Hired/loaned vehicle driver	LFB insurer and hire/ loan company

3 Hire vehicles covering operational fleet slot

3.1 In the case of a road traffic collisions involving a hired vehicle being used to cover operational fleet slot (i.e. in place of a fleet vehicle e.g. a support van) the hired vehicle is to be treated as if it were a Brigade fleet vehicle and all reporting is to be carried out in accordance with Policy number 368 - Health, safety and environmental event investigation policy. In particular any reporting to LFB insurer must make clear that it is an operational fleet vehicle and NOT a hire vehicle since the insurance covers are different.

3.2 There is no requirement to fill out a TR/D3/1 form for traffic collisions involving these vehicles as they do not have a fleet number.

3.3 At the screen 'SERD – Category Selection', check the box 'Were any LFB vehicles involved?' At the screen 'SERD – LFB involved vehicle' the mandatory field is 'fleet number'. For hired or demonstrator vehicles insert the word 'hire'.

3.4 In the event of a collision please contact the VAT where you will be guided on how to effect repairs to the vehicle or follow guidance already issued by CMG.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	20/04/26	SDIA	L – 15/04/26	HSWIA	15/04/26	RA	N/A

Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Road traffic accident has been changed to road traffic collisions.	11/09/2013
Throughout Page 4	As above, further use of the word 'accident' changed to 'collision'. 'Subjects list' table - template updated.	01/12/2014
Throughout	Amendments have been made to organisation, team and department names to reflect the changes in organisational structure and governance due to the abolition of the London Fire and Emergency Planning Authority, now replaced with the London Fire Commissioner.	21/02/2019
Page 1 Throughout	Owner updated. Reviewed as current with no changes made to content.	27/10/2026

Subject list

You can find this policy under the following subjects.

Accidents	Reporting
Road traffic accidents (RTAs)	Vehicle
Road traffic collisions (RTCs)	Collisions

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	**FOIA exemption**	**Security marking classification**