**Bridges Hull Minibus Procedures**

**September 2013**

In case of an accident

Get everyone out of the minibus and to a place of safety if it is safe to do so. Make sure you are wearing the hi-visibility jacket.

**Ring 999 for any emergency services needed.**

As soon as the situation is under control and everyone is safe, ring Tiffany Strode 07815-695-747 or Nicholas Strode 07503-919-062 to inform them of the situation. Also ring your work base to get them to inform parents of the situation.

Never admit liability for an accident but, where possible, exchange registration numbers (HK54 YTM) and insurance details with other parties involved.

Our insurance details:

Broker: Motor and Home Direct

 2 Des Roches Square

 Witney

 Oxon

 OX28 4LE

 Admin: 08449-800-350

 Claims: 08449-800-355

Insurance Company: QBE Insurance (Europe) Ltd

 Mill Court

 Mill Street

 Stafford

 ST16 2AX

 QBE Helpline number: 0800-389-1708

Name of Insured: Bridges Hull

 The Pennine Rambler

 North Bransholme

 Hull

 HU7 5EF

 Policy Number: M0029646MBPM

 Named drivers: Nicholas Strode, Tiffany Strode and Mark Brown

Insured drivers: With the authority of Bridges Hull, any driver who is aged 30-70 and is working (paid or voluntary) for a non-profit organisation and meets the insurance company’s criteria.

In case of breakdown

Ring the QBE helpline (0800-389-1708) who will arrange for AA assistance / recovery for all passengers.