

Student Activities Vehicle Breakdown Procedure

If you or anyone else is in immediate danger, call 999 immediately.

Cardiff Students' Union emergency number – 029 2078 1412.

In the event of a vehicle breakdown, you should:

1. Follow guidance in the Student Activities Emergency Procedure if this involves missing persons, severe injuries, or fatalities. Most importantly, contact the relevant emergency service, 999 or 112, immediately.
2. Call the QBE Breakdown Helpline: 0800 389 1708.
3. Identify yourselves as a QBE policyholder / driver.
4. Provide the following for QBE to support with next steps:
 - Policy number: Y003127FLT0126A.
 - Vehicle registration number.
 - Current location.
 - Description of the fault.
5. Notify your staff contact of the breakdown. If in doubt, record this with the Cardiff Students' Union emergency number, 029 2078 1412.
6. Complete the Students' Union Accident Report / Near Miss Form at your earliest opportunity.

