

What to Do at the Scene of an Accident

1. Stop immediately, but do not obstruct traffic.
2. Have someone call the police and an ambulance if anyone is injured.
3. Secure names, phone numbers and addresses of other drivers, witnesses and injured persons.
4. Document the make, model and license number of each vehicle involved.
5. Using the diagram provided, show the positions of vehicles, witnesses and other details.
6. Don't accept claim settlements at the scene of the accident.
7. Remain calm, courteous and consistent when telling your version of the accident.
8. Don't discuss your version of the accident with anyone but a police officer. Don't admit fault.
9. If you have a camera, take pictures of the vehicles and the accident scene.

YOUR VEHICLE (Complete beforehand if (possible))

License Plate# _____
Make _____ Model _____ Year _____
Registration/VIN # _____
Owners Name _____
Drivers Name _____
Drivers License _____
Address _____

City _____ State _____ Zip _____
Telephone (____) - _____ - _____

Damage: _____

OTHER VEHICLE (If applicable)

License Plate # / State _____
Owner's Name _____
Driver's Name _____ Age _____
Registration / VIN # _____
Address _____
City _____ State _____ Zip _____
Home Telephone (____) - _____ - _____
Work Telephone _____
Insurance Company _____

Policy# _____

Expiration Date _____

Damage

PERSONS INJURED

Name _____
Address _____
City _____ State _____ Zip _____
Telephone # (____) - ____ - _____

PERSONS INJURED

Name _____
Address _____
City _____ State _____ Zip _____
Telephone # (____) - ____ - _____

PERSONS INJURED

Name _____
Address _____
City _____ State _____ Zip _____
Telephone # (____) - ____ - _____

DESCRIPTION OF ACCIDENT

Your Account _____

Date _____

Hour _____ AM/PM)

Location: _____

Destination

Road Condition

Weather Condition

Police Officer Name _____

Badge# _____

Accident Report # _____
Circumstances

DAMAGE TO PROPERTY OF OTHERS

IMPORTANT

Use the diagram found below to illustrate the accident. Your car is 'Vehicle A' and the other car is "Vehicle B." Others are "Vehicle C, D, F."

- 1 With arrows and compass points (NS, E, W), note the position of each vehicle and the direction in which it was traveling.
2. Get all information on the other driver(s) and any witnesses.

WITNESSES

Name _____
Address _____
City _____ State _____ Zip _____
Telephone # (____) - _____ - _____

Name _____
Address _____
City _____ State _____ Zip _____
Telephone # (____) - _____ - _____

Name _____
Address _____
City _____ State _____ Zip _____
Telephone # (____) - _____ - _____

ACCIDENT DIAGRAM

- Your car is 'Vehicle A' and the other car is "Vehicle B." Others are "Vehicle C, D, F."
- With arrows and compass points (NS, E, W), note the position of each vehicle and the direction in which it was traveling.

