

Keep This in Your Glove Box With a Pen.

Follow These Steps:

Do not leave the scene.

Keep calm. Do not argue, accuse anyone, or make any admission of blame for the accident.

Call for medical assistance.

If there are any injuries, provide basic first aid, but do not move an injured person unless you possess medical or lifesaving expertise.

Call a law enforcement officer.

It is always advisable to have the police at the scene of an accident so a report can be filed. Get the officer's name, badge number, police station address and phone number. Ask when the accident report will be filed and how you can get a copy.

Get name, address, phone number make of vehicle and license number of the other driver(s), all passengers and all witnesses.

Do NOT admit fault or accept offers to settle for payment on the spot without careful consideration. You may be held liable later for the same damages.

NOTES

Lined area for taking notes, consisting of 24 horizontal lines.

What You Should Do In Case Of An Automobile Accident



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Exchange Information

The Other Driver and Their Vehicle Information:

Other Driver's name: _____
 Other Driver's License number: _____
 Street Address: _____
 City: _____ State: _____
 Vehicle License Number: _____
 VIN number (located on the windshield of the vehicle): _____
 Make and type of vehicle: _____
 Year: _____
 Car Insurance Co.: _____
 Agent: _____
 Agent's Phone #: _____
 Policy No.: _____
 Any verbal statement made by other driver as to cause of accident:

NAMES AND ADDRESSES OF WITNESSES TO ANY FACT REGARDING THE ACCIDENT:

Name: _____
 Address: _____
 Name: _____
 Address: _____
 Name: _____
 Address: _____

NAMES AND ADDRESS OF ALL PASSENGERS IN THE OTHER INVOLVED VEHICLE

Name: _____
 Address: _____
 Name: _____
 Address: _____
 Name: _____
 Address: _____



Accident Facts:

Date: _____ Time: _____
 City: _____
 Street: _____
 Condition of Road: _____
 Weather: _____
 What direction were you going? _____
 Speed: _____ Did police take report? _____
 Responding police department? _____
 Case Number? _____
 How did it happen? _____

Make a Sketch of the Accident

- ◆ Show and number the vehicles, noting their direction of travel by arrow, using a solid line to show path before the accident _____ and a dotted line for after the accident _____
- ◆ Designate pedestrians by marking an X as to their position.
- ◆ Note any visibility obstructions.
- ◆ Identify any landmarks, showing location/distance.
- ◆ Indicate the direction in which the cars were driving according to the diagram below.

