

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

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.

