

AFTER ACCIDENT FORM

Accident Scene Information

Date of Accident:
Time of Accident:
Location of Accident:

Other Accident Drivers Information

Name:
Address:
City, State, Zip
Phone Number
Tag Number
License Number
Insurance Company:
Policy Number

Witness Information

Name:
Address:
City, State, Zip
Phone Number

Notes

Your Insurance Information

Insurance Company
Policy Number:
Claim Number:
Adjuster's Name:
Adjuster's Phone:

Auto Repair Information

Name:
Address:
City, State, Zip
Phone Number

Car Rental Information

Name:
Address:
City, State, Zip
Phone Number

Towing Company or Impound Yard

Name:
Address:
City, State, Zip
Phone Number

Doctor Information

Name:
Address:
City, State, Zip
Phone Number

Steps to follow

1. **Remain calm** - Assess your situation - Stay in control
2. **Check for injuries** - Do not treat injuries unless you are qualified. **Call 911 Immediately** if there are injuries.
3. **Your vehicle** - When there is a safety threat to you or other motorists, move your vehicle to the shoulder. Vehicles in a continuous traffic flow or in a high traffic area should move out of traffic **before** you exit your vehicle. Otherwise, leave your vehicle where it is for an accurate police report. Use common sense.
4. **Personal safety** - Make sure that you and your passengers are in a safe place and out of harm's way.
5. **Call 911** - You or someone else needs to call for police and/or fire assistance as soon as possible
6. **Warn oncoming traffic** - turn on your auto hazard lights, setting out safety flare(s) or warning triangles as needed.
7. **The other driver** - exchange personal information with them. Discuss the incident only with the police.
8. **Witnesses** - Get contact information from witnesses.
9. **Take pictures** of all vehicle damage, skid marks, parts on the ground, and the surrounding area, (you can never take too many accident scene photos)
10. **Additional Information** - Fill in the accident diagram and take notes while waiting to give your statement to the police. Keep this information for future reference.

Do not

Talk to anyone at the accident scene other than the police.
Make a deal for damages
Settle for a check, cash or private settlement
Offer to pay or settle even if you are at fault
Leave the scene, even if it is a minor accident
Offer first aid to others unless you are trained or licensed.
Stand between or near vehicles where oncoming traffic could cause a safety hazard

Do

When there is a safety threat to you or other motorists, move your vehicle to the shoulder. Otherwise, leave your vehicle where it is. Use common sense.
Call 911 for police and/or medical assistance.
The four "C's" - Calm, Courteous, Consistent and Concise when reporting to the responding officer.
Obtain complete information using the attached accident form and diagram sheet.
Think safety first

What to have in your vehicle in case of an accident

Proof of insurance	Window breaking device
Cell Phone	Whistle
Camera (with flash)	Ink pen
Flash Light (spare batteries) / light stick	Emergency contact names and numbers
Seat belt cut away device	Emergency flare / warning triangles (kept in trunk)

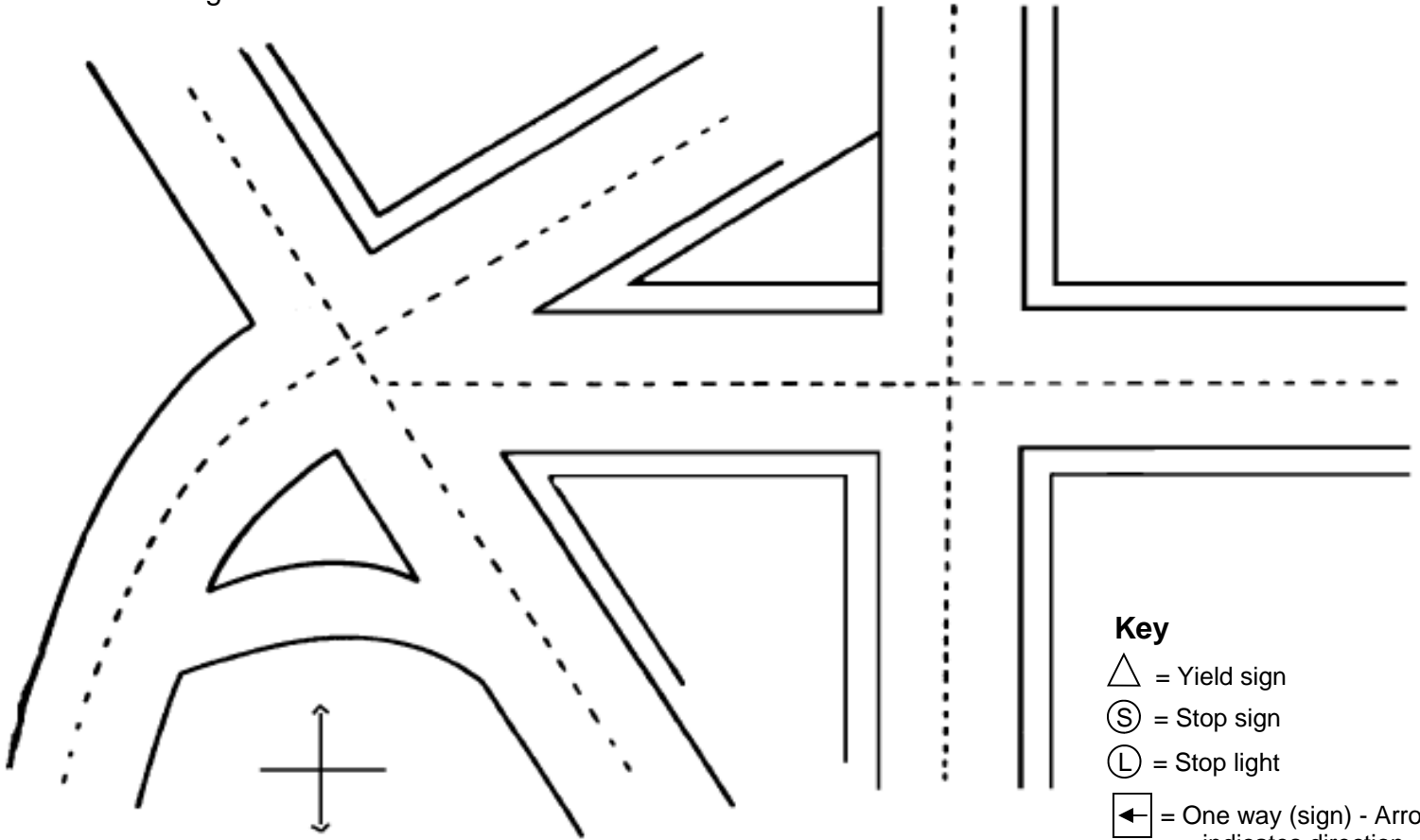
Emergency Contact information (Persons to be notified if you're in an accident)

Name	Phone	Opt Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Accident exchange information - fill out before an accident

Your name:	Drivers License Number
Your address	Insurance Company
City, State, Zip	Policy Number
Phone Number	Name of policy holder
Plate number	Insurance Agency

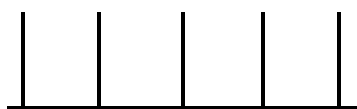
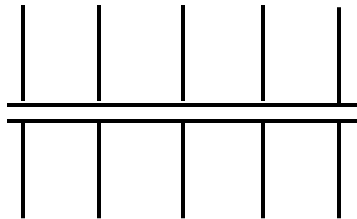
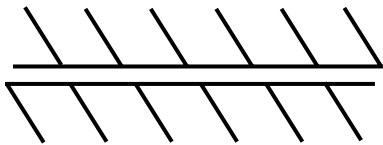
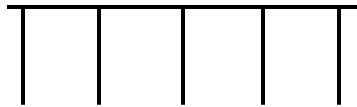
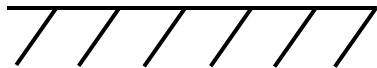
Accident Diagram



Key

- △ = Yield sign
- Ⓢ = Stop sign
- Ⓛ = Stop light
- ◀ = One way (sign) - Arrow indicates direction
- W = Witness
- ⊆ = Pedestrian
- ⊠ = Your vehicle
- ⊠ ⊠ = Other vehicle(s)

Parking lot / Garage



Show position of vehicle(s) and the direction of travel. Show all traffic signs and signals relevant to the accident. Note any obstructions and/or road surface type and condition. Feel free to add or create a new diagram as needed. Comments can be made to describe what happened or to clarify your diagram. If you add symbols to your diagram, enter the description in the symbol key.