

Safety

- Check to see if anyone has been injured. If so, dial 9-1-1 immediately for medical help. If you are injured, don't move and wait for help.
- Turn on your hazard lights.
- Move the vehicles, if drivable, to the shoulder or as far away from traffic as possible.
- Set up road flares and orange warning cones or reflective triangles, if available, to further warn other drivers. These should be set up in front of and behind the vehicles.
- Call the police to complete a report of the incident.

Collect Information

- Gather license, registration and insurance info from the other driver(s).

Name

Driver License Number

Registration Number

Insurance Company

Insurance Number

- Take a photo of their license(s), registration and insurance info, if possible. Make sure that the Vehicle Identification Number (VIN) and/or license plate is visible.

VIN Number

License Plate Number

- Collect contact information for the driver(s), including home/work/cell phone numbers and an email address.

Home Phone Number

Cell Phone Number

Work Phone Number

Email Address

- Note the make/model and year of the involved vehicles.

Vehicle (1) Make/Model

Year

Vehicle (2) Make/Model

Year

Document the Collision

- Take photos or video of the scene making sure to capture all vehicle damage, the vehicle license plates, area where the collision occurred and the people involved, if it can be done safely.
- Note the date, time and location of the collision. If possible, take photos of nearby road signs or notable landmarks (e.g., gas stations, restaurants, etc.).

Date of Accident

Time of Accident

Location of Accident

- Take a photo of something that has the current date for proof (e.g., newspaper clipping or screenshot of website), if possible.
- Collect contact information from witnesses.

Witness Name

Phone Number

- Sketch the location of the collision, if possible.

Report the Collision

- Get the responding police officer's name and badge number.

Officer Name

Badge Number

- Note the accident report number and a contact number to request a copy of the report.

Accident Report Number

Contact Number

File a Claim

- Call your insurance company or agent to file a claim as soon as possible.
- Note the name of the insurance agent handling your file, date and time of the call, a contact number and the claim number.

Agent Name

Date and Time of Call

Contact Number

Claim Number