

POST CAR ACCIDENT CHECKLIST ✓

Keep this checklist in your glove box. Knowing that you are taking the proper steps to protect yourself after an accident could help you be calm in a frantic situation.

- Get help for anyone injured, calling 911 as merited.
- Do not move an unconscious person unless his or her life is at stake.
- Move all involved vehicles out of the way of traffic.
- Turn on hazard lights, open the hood and/or set up cones, warning triangles or flares.
- Call police.
- Collect information noted in the forms below.
- Provide to the other driver(s) only the information on your proof-of-insurance card (your name, the policyholder's name, vehicle information, the insurance company's name, the agent's name and phone number, and the policy number).
- Do not allow your driver's license to be photographed.
- Safely take photos of the following:
 - Each car, including license plates and all vehicle damage
 - Each driver
 - Any skid marks
 - Location markers (landmarks, street signs, addresses)
 - Accident debris
 - Other property damage
- Draw a diagram of the accident. Show the positions of all vehicles, traffic controls, pedestrians and witnesses. Indicate the north-south and east-west streets.
- File an incident report if a police report is not filed.
- Notify your insurance agent, regardless of fault, and record the claim number.
- Ask your agent about rental car options and how repair estimates will be handled.
- Do not discuss the accident with anyone except police and your insurance agent, and do not admit fault.
- Do not agree to any settlements, from an insurance company or otherwise, without consulting an attorney who specializes in auto accidents.
- Do not sign any documents that are not from the police or your insurance agent.
- Schedule a doctor visit, even if signs of injury are not immediately apparent.
- Document whom you spoke with, and when, including all insurance company representatives, claims adjusters, police officers and other investigators. Include a summary of the conversation.
- Keep receipts for all of your related expenditures — for transportation, parking, repairs, etc.

COLLECT THE FOLLOWING INFORMATION

FROM THE OTHER DRIVER

Name: _____

Address: _____

Phone number(s): _____

Email: _____

Auto insurance company: _____

Policy number: _____

Insurance agent's name and number:

- Verify that the vehicle listed on the insurance information matches the vehicle involved in the accident.
- If ownership or insurance documentation is not provided, get the driver's license information from the other driver(s).

FROM PASSENGERS AND WITNESSES

Name: _____

Address: _____

Phone number: _____

FROM POLICE

Officer's name: _____

Jurisdiction (city/county/state):

Badge number: _____

Was police report filed?: _____

Police report number: _____

Time/date of police report: _____

Tickets/citations issued: _____

ABOUT THE OTHER VEHICLES

Make: _____ Model: _____

Year: _____ Color: _____

License plate number: _____

State of plate issuance: _____

Vehicle ID number: _____

Name of owner on registration:

Company name or logos on vehicle:

Relationship to driver (if not owner):

ABOUT THE ACCIDENT

Date: _____ Time: _____

Location: _____

Weather: _____

Road conditions: _____

Traffic conditions: _____

Description of what happened, including direction of travel and speed:

Description of all injuries, and emergency response information, including when police/medical personnel arrived:

Description of damage to all vehicles:

Description of damage to peripheral property (signs, trees, buildings, etc.):

