



## ACCIDENT CHECKLIST

Accidents are traumatic. Keep this with your insurance information and be prepared.

\_\_\_ (1) **SAFETY FIRST.** Make sure any injured people get proper medical care. Call 911 if there is any doubt. If the accident is relatively minor and there are no serious injuries, move the cars involved to the side of the road and out of the way of other traffic.

\_\_\_ (2) **NOTIFY POLICE.** "I'm reporting an accident." If police respond, be sure to write down:  
Case Number: \_\_\_\_\_ Officer's Name: \_\_\_\_\_

\_\_\_ (3) **COLLECT INFORMATION.**

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm Location: \_\_\_\_\_

Other Driver: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Insurance company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Driver's License number: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Make/model/color of car: \_\_\_\_\_

(if more than one other vehicle is involved, record the same information for each driver on the back)

Witness/Passenger: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

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\_\_\_ (4) **DOCUMENT THE SCENE.** "A picture is worth a thousand words" – if your cell phone does not have a camera, consider keeping a disposable camera in your glove box.

Draw a diagram of the scene, the position of the vehicles, and the damage to each vehicle on the back.

Briefly describe what happened: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ (5) **FOLLOW UP.**

**DO:**

Report the accident to the State DMV  
Call an experienced personal injury attorney  
Call your insurance company

**DO NOT:**

Admit any fault or liability  
Blame the other driver  
Give a statement before talking with an attorney  
Settle before you are done treating your injuries