

# Auto Accident Checklist

## When an Accident Happens:

- Stop immediately and turn off your ignition. Don't obstruct traffic. Ask a responsible person to warn oncoming traffic.
- Don't move your vehicle until instructed to do so by police.
- Stay calm, don't argue, don't admit fault, and don't accuse anyone of fault.
- Obtain first aid if needed and ask someone to call police.
- Record the make, model, and license plate number of all vehicles. Ask for the driver's license numbers of those involved.
- Secure the names and addresses of all parties, as well as any witnesses and/or injured parties.
- Make a diagram of the accident showing the position of the two vehicles during and after the crash.
- At the accident site, don't make any settlement offers or volunteer to pay damages.
- Make sure the attending officer files a police report.
- Report the accident to your insurance agent or company as soon as possible.
- File a financial responsibility report with the state or local police if required by law.

## Accident Scene Diagram:


Driver's Name: \_\_\_\_\_

Church/Ministry Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

## Record of Events:

Date/time of accident: \_\_\_\_\_

Road conditions: \_\_\_\_\_

Weather conditions: \_\_\_\_\_

Accident location: \_\_\_\_\_

\_\_\_\_\_

Other driver's name and phone number: \_\_\_\_\_

\_\_\_\_\_

Other party's vehicle description/driver's license number, and insurance company: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any passengers in your vehicle? \_\_\_\_\_

Other vehicle? Names, ages, injuries: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did EMT respond? Injuries treated: \_\_\_\_\_

\_\_\_\_\_

Did the police respond? If so, officer's name and badge number: \_\_\_\_\_

\_\_\_\_\_

Was a police report made? If so, report number: \_\_\_\_\_

\_\_\_\_\_

Damage to vehicles: \_\_\_\_\_

\_\_\_\_\_

Comments made by other driver: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agent's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_