
 Organization Name

Auto Accident Sample Form and 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 parties' vehicle description/driver's license number, and insurance company:

Were there any passengers in your vehicle?

Other vehicle? Names, ages, injuries:

Did EMS 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 drivers:

Agent's Name:

Telephone:

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