

## CAR ACCIDENT CHECKLIST

1. Stop - Clear your head & control your breathing. Gather your thoughts.
2. Turn on your vehicle's Hazard Lights / Emergency Flashers.
3. **Check yourself & your passengers for life threatening injuries & treat them.**
4. Call an Ambulance (911) if there are any serious injuries.
5. If your vehicle is creating a safety hazard, move it to a safe location nearby.
6. Do not leave the scene of the accident.
7. Ensure firearms are properly secured.
8. Check on the passengers of the other vehicle, if injured call 911 & decide if you should offer first aid (State laws vary).
9. If you are not going to move the vehicle, place road flares, triangle safety markers, etc behind the vehicles so that other drivers are aware of the accident.
10. Call the police (911 for injury accidents) or non-emergency dispatch for non injury accidents. *This call will be recorded.*
11. Exchange identity information & insurance information. Do not discuss the accident or admit fault.
12. Only provide name, drivers license number, insurance company, insurance policy number, and insurance companies phone number.
13. Collect as much information as you can about the other parties involved. (*See list below*)
14. Do not allow your drivers license, vehicle registration or insurance card to be photographed by the other party.
15. Take pictures of all vehicle damage, multiple angles, both close ups & wide shots from several yards back.
16. Check for witnesses who saw the accident & get their contact information.

## *\*Keep a copy in each vehicle\**

17. Make a rough sketch of the scene & label the roadways as well as directions.
18. Provide police the information they need for their report. Do not sign anything except the police report.
19. Request the police report number & police badge number or business card.
20. Do not leave the scene until released by the police officer.
21. Call your insurance company, report a new claim & provide them with all of the information you have gathered.
22. Consult with your insurance companies to see if they have a preferred provider in the area to get an Auto Damage Assessment & to have repairs done.
23. Contact an Attorney before you provide any other insurance company a verbal or written statement.
24. If needed call a tow truck to have your vehicle towed to the repair shop.
25. Keep track of all medical treatment & injuries, get copies of the medical reports & receipts. Keep notes on any aches and pains or injuries (both physical & emotional) that develop in the following days that may be related to the accident.
26. Do not discuss the accident on social media or with people you do not trust.
27. Be skeptical of early settlement offers from insurance companies.
28. Do research to determine what typical settlement amounts are for the types of injuries that you sustained during the accident.
29. Consult with an attorney prior to accepting any settlement offer.

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## OTHER VEHICLE INFORMATION

Name:

Address:

Phone #:

Driver's License Number:

Number of Passengers:

Vehicle Make:

Vehicle Model:

Vehicle Year:

License Plate #:

Insurance Company:

Insurance Policy Number:

Insurance Company Phone Number:

Notes:

## ACCIDENT INFORMATION:

Date:

Time:

Location:

Nearest Intersection:

Direction You Were Traveling:

Direction They Were Traveling:

Speed Limit:

Visibility / Weather Conditions:

Notes on how the accident happened: