

# POST-ACCIDENT CHECKLIST

## Immediately After the Accident

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- **Stay safe.** Assess the situation for your immediate safety.
  - Stay in your car if there is a risk of injury or if moving might put you at risk of further injury.
- **Move to a safe location** if your car is creating a safety hazard or obstructing traffic.
  - Do not leave the scene of the accident!
  - Make yourself visible to other drivers. Use your safety cones and hazard lights.
- **Determine if there are any injuries.**
- **Call 911 immediately** to report the accident and get help to the scene, if needed.
  - **Follow any instructions** the police give you.
  - **Call your manager** or immediate supervisor.
- **If a tow is needed** note the name of the tow company and location to which your vehicle is towed. Remove your personal belongings.

## At the Scene: Gathering Information

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- Be courteous and polite, but **do not admit fault**. Do not comment or argue about the accident. Do not sign any papers for anyone, except police or employee representative.
- Take the **names and car insurance information** of any drivers involved in the accident.
  - Only ask for contact information if the other drivers do not provide insurance information.
- Get names and contact information for any **witnesses** to the accident.
- Provide **your name and insurance information** to the police and to other driver(s).  
**Protect Your Identity!**

### Give out ONLY the following information:

- Your name.
- Your vehicle's make, model, year, color and VIN.
- The name of your insurance company, as well as your:
  - Agent's name and phone.
  - Policy number.
- **DO NOT** allow your license or registration to be photographed.
- **DO NOT** provide your address or contact information to other drivers, passengers, or witnesses.

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## At the Scene: Documenting the Accident

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If you have a smart phone or camera, **take photos to document the scene** if it is safe to do so.

Include pictures of:

- License plates of involved vehicles.
- Damage to your vehicle.
- Damage to other vehicles.
- Damage to property other than vehicles.
- Objects at the scene, including accident debris, skid marks, fallen branches, etc.
- Street signs or other landmarks to identify the accident location.
- Any contributing factors to the accident, such as obscured traffic signs.

If you have an accident report form or access to the mobile app Incident Report, fill in as many details as possible at the scene. If not, **write down**:

- Time and date.
- Weather and traffic conditions.
- Description of the accident.
- Description of injuries and damage.
- Details of police or emergency involvement.