

# Accident Report Guide

**Important:** If possible, fill in this form at the scene of an accident. Report all accidents immediately to your independent agent or broker.

## Police Report

OFFICER

PRECINCT

SUMMONS ISSUED

## Description of Accident

DATE/TIME

LOCATION (STREET, CITY, STATE)

ESTIMATED SPEED OF VEHICLES

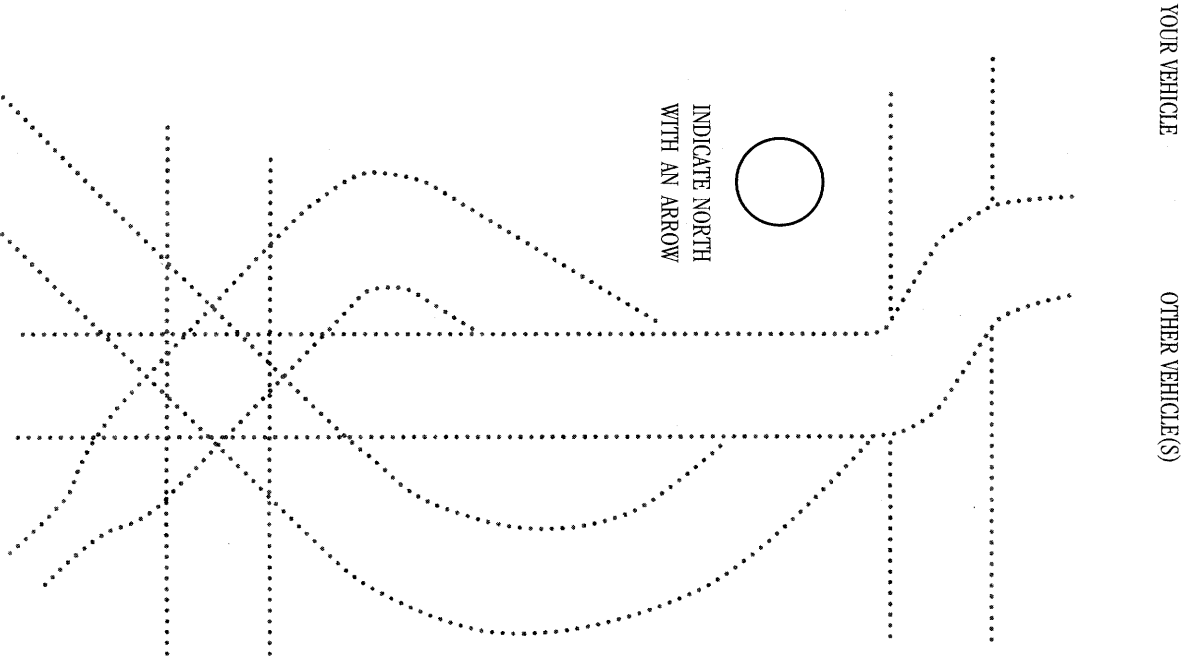
DESCRIPTION OF WHAT HAPPENED

WHO RECEIVED VIOLATION?

WEATHER CONDITIONS

## Diagram

USE THIS DIAGRAM TO SHOW NAMES OF HIGHWAYS AND DIRECTION OF VEHICLES INVOLVED, DESIGNATE YOUR VEHICLE AND OTHER VEHICLES.



## Other Vehicle

DRIVER

AGE

ADDRESS

TELEPHONE

DRIVER'S LICENSE NUMBER

STATE

VEHICLE YEAR

MAKE

MODEL

OWNER OF VEHICLE

ADDRESS

TELEPHONE

INSURANCE COMPANY

POLICY NUMBER

NATURE AND EXTENT OF DAMAGE

NUMBER OF PASSENGERS

STATEMENTS MADE BY OTHER DRIVER

# What to do if you're involved in an accident

Being involved in an accident can be a nerve-wracking, disorienting experience. That's why this Accident Report Guide was created. It is intended to help you gather the information needed in the event of an accident. While we hope you never need this information, it's here if you do.

Keep this booklet, along with your insurance ID card in the glove compartment of the insured vehicle. Follow the instructions in this booklet and complete the Accident Report Guide after an accident.

## In the event of an accident, please remember to:

- NEVER** "Make a Deal" for damages.
- NEVER** leave the scene of even a MINOR accident.
- NEVER** accept an offer of cash, check or "private" settlement.
- NEVER** disavow injury to you or your passengers.
- NEVER** offer to pay ANYTHING even if you think you are at fault.
- NEVER** administer first aid unless you are LICENSED to do so.

**ALWAYS** (when conditions permit) move to shoulder or other "SAFE AREA" to prevent further damage.

**ALWAYS** ask someone to summon police and seek medical assistance. Repeat at 5-minute intervals.

**ALWAYS** remember the 3C's: Remain CALM, COURTEOUS, CONSISTENT in your version of the accident.

**ALWAYS** obtain complete information from those involved. See next panel.

**ALWAYS** complete this report on the scene - not later on.

**ALWAYS** obtain the names of witnesses including addresses and phone numbers.

**ALWAYS** notify the owner of the car you are driving as soon as possible.

## Injured

NAME

AGE

ADDRESS

TELEPHONE

DRIVER

RIDER - YOUR CAR

POSITION IN CAR

PEDESTRIAN

RIDER - OTHER CAR

POSITION IN CAR

NATURE AND EXTENT OF INJURY

AMBULANCE CALLED?  YES  NO

NAME

AGE

ADDRESS

TELEPHONE

DRIVER

RIDER - YOUR CAR

POSITION IN CAR

PEDESTRIAN

RIDER - OTHER CAR

POSITION IN CAR

NATURE AND EXTENT OF INJURY

AMBULANCE CALLED?  YES  NO

## Your Vehicle

VEHICLE YEAR

MAKE

MODEL

DRIVEN BY

NATURE AND EXTENT OF DAMAGE

## Witnesses

NAME

ADDRESS

TELEPHONE

NAME

ADDRESS

TELEPHONE

NAME

ADDRESS

TELEPHONE