



## Motor vehicle accident checklist

Being in a motor vehicle accident can leave you feeling confused, shaken, angry or scared. Using the following checklist at the accident scene may help you get a claim processed properly. Keep this list in the glove compartment of your vehicle(s).

- Stop your motor vehicle immediately once it is safe.
- Turn off the ignition.
- Check for bodily injuries, and administer first aid if necessary.
- Do not** try to move any injured person(s).
- Telephone the authorities. Inform them of any injuries.
- Take reasonable steps to protect your damaged property from further loss.
- Obtain the name, mailing address, telephone number and driver's license number of the driver of the other vehicle(s). If the other driver(s) is/are not the owner(s), obtain the owner's name and mailing address, tag or registration number and insurance information.
- Note the date, time, location, road conditions, make and year of the vehicle(s) involved, and any apparent damage and injuries. Write down what happened, and draw a diagram of the accident.
- If possible, take photos of the scene.
- Secure the name, mailing address and telephone number of eyewitnesses. Also, write down the names and badge numbers of the investigating authorities and/or police and other emergency personnel at the accident scene.
- Ask the investigating officer how to obtain a copy of the accident report to provide to your insurance company.
- If you believe the other party is responsible in causing the accident, notify that person's insurance company or agent/agency to file a claim.
- Notify your insurance agent/agency or company as soon as is practical.