



- Stop! Don't leave the scene. If your vehicle is creating a safety hazard, or if you're concerned with your personal safety or that of someone else, leave the vehicle and move to a safe place.
- If anyone is injured, see that person receives proper medical attention and call 911. Do not administer any medical treatment or first aid unless you are qualified to do so.
- Call the police immediately and follow their instructions.
- Do not make any statements concerning the accident to anyone except police officials. Do not make any settlements under any circumstances.
- Do not admit fault.
- Do not argue at the scene of the accident. Be courteous.
- Complete the following accident report in detail while you are at the scene of the accident.
- Get the name, address, phone number, make of vehicle, and license number of the other driver(s) and all passengers.
- Get the names, addresses and phone numbers of all witnesses. This is very important, so get as many as possible.



Date \_\_\_\_\_ Time \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Condition of Road \_\_\_\_\_  
Weather \_\_\_\_\_ Visibility \_\_\_\_\_  
Direction you were going \_\_\_\_\_ Speed \_\_\_\_\_  
Direction of other vehicles \_\_\_\_\_ Speed \_\_\_\_\_  
Did Police take a report? \_\_\_\_\_  
Responding Officer/Dept \_\_\_\_\_  
Case # \_\_\_\_\_  
Tickets issued? \_\_\_\_\_  
If yes to whom? \_\_\_\_\_

Charge \_\_\_\_\_

Describe how the accident occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your vehicle year \_\_\_\_\_ Make \_\_\_\_\_  
Model \_\_\_\_\_ License Plate # \_\_\_\_\_  
Damage \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other vehicle year \_\_\_\_\_ Make \_\_\_\_\_  
Model \_\_\_\_\_ License Plate # \_\_\_\_\_  
Damage \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_