

In Case of a Vehicle Accident



**What to do in
case of a Vehicle
Accident.**



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In case of a traffic accident

1. Stop immediately. Keep calm.
2. Warn oncoming traffic.
3. Check for injuries. Always call the police if there is an injury. If damages are over \$1,000.00, you are also required to contact the police.
4. Before moving any vehicles, if possible take a few photographs showing the locations of the vehicles, with long shots to show their location on the road, and shots of any skid marks. After your move the vehicles (if you do), some shots of the vehicle damages (or whatever else is involved in the collision - ie. bicycle, barricade, and building) are helpful. If there is anything unusual, photos help. Also, if you note old damage to the other party's property, take photos of that. Later, if you can do a quick sketch that would help, as well.
5. Do not argue, accuse anyone, or make any admission of blame for the accident.
6. Exchange information with the other parties involved in the collision - driver's license #, name of driver, registered owner, license plate, insurance (pink card), and contact information.
7. Get names and phone #'s for any witnesses, and also from anyone who stops to help out. While they may not have seen the actual collision helpers can often provide other helpful information. Even if everyone agrees on the scene about what happened, get these names - they may not be needed, but if someone's story changes over time you will want to have this information.
8. Names and phone #'s for any injured person, with an idea on the person's age, nature of injuries, and if they were taken away by ambulance, where to.
9. Information on any other vehicles (ie. license plate, make & model) that may not have been hit but may have been related to the collision (ie. someone swerves to miss another car, missing it but hitting someone else; someone changes lanes and causes you to go off the road). If possible - not always.
10. Get the name and phone # of the tow company, if your vehicle is towed. You can specify where to have it towed (ie. a body shop you want to use, or your home if there is a place to park it off the street) unless the police state it has to be inspected. Tow yards charge storage fees which can quickly add up. Do not dispose of the vehicle until your insurance company has had a chance to look at it, if they choose, even if you do not carry collision.
11. Call appropriate law enforcement agency (RCMP, Provincial or City Police).



Policy number _____

Registered owner of their vehicle _____

License No. of their vehicle _____ State _____

Year _____ Make/ Model _____

Color _____

Number of passengers _____

Driver 2

Name _____

Address _____

Phone _____

Driver's License Number _____

Exp. Date _____ Date of Birth _____

Their insurance company _____

Their insurance policy number _____

Registered owner of their vehicle _____

License No. of their vehicle _____ State _____

Year _____ Make/ Model _____

Color _____

Number of passengers _____

Driver 3

Name _____

Address _____

Phone _____

Driver's License Number _____

Exp. Date _____ Date of Birth _____

Their insurance company _____

Their insurance policy number _____

Registered owner of their vehicle _____

License No. of their vehicle _____ State _____

Year _____ Make/ Model _____

Color _____

Number of passengers _____



#1 Witness – Make sure you give these names to the Police.

Name _____

Address _____

Phone _____

#2 Witness

Name _____

Address _____

Phone _____

#3 Witness

Name _____

Address _____

Phone _____

Share only pertinent information at the scene.

Do NOT discuss responsibility with anyone except a positively identified representative of your insurance company.

Provide only your driver's license and registration to the other driver, injured persons, or police officers.

Do NOT discuss the circumstances of the accident with anyone except the police.

Arrange for towing your vehicle.

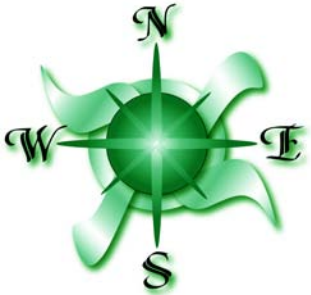
Don't sign any towing release that authorizes repair of your vehicle unless you have decided to have your car repaired by the facility where the towing company will take your car.

Complete a Police Accident Record if damage is over \$1,000 (At the scene of the accident or at the Police station) This report will be required.

Write down as many details as possible that you can remember about the accident. Revisit the scene at a later time to take pictures if necessary. If you cannot draw but can use a computer go to <http://www.accidentsketch.com> and you can do a computer sketch for free.



Draw a diagram of the accident marking the vehicles involved (A, B, C, etc.) and show the direction the vehicles were traveling and where accident occurred. Mark street names, stop signs, traffic lights, and other landmarks. Describe all pertinent information: **If you have a camera, take pictures.**



Notify your Insurance Company immediately.

Date and Time Called: _____

Your Claim Number is: _____

Make sure all work is done to your satisfaction before signing any insurance company release for payment.

