

## Description of Accident:

Date & Time of Accident: \_\_\_\_\_

Place of Accident: \_\_\_\_\_

Police Department to whom reported: \_\_\_\_\_

Police Report Number: \_\_\_\_\_

Describe briefly what happened: \_\_\_\_\_

\_\_\_\_\_

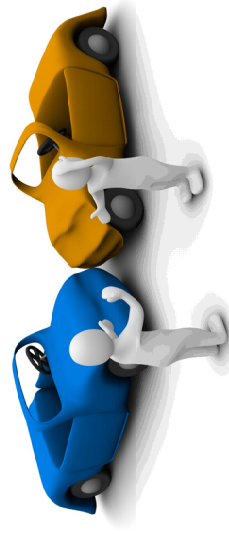
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Accident Checklist:

- Prevent further damage and/or injuries. Turn on warning signals and move out of traffic if possible. Help the injured.
- Call local police department
- Call manager or supervisor
- Take pictures
  - All sides of all vehicles
  - Close-ups of damaged areas
  - Roadway markings, skid marks, traffic signals, debris
  - Vehicle interiors, incl seat-belts and air bags
  - All drivers & passengers
- Be courteous and cooperative. Do not apologize or admit fault.
- Do not discuss accident or sign any papers with anyone except for your employer, a police officer or your insurance representative.
- Complete this accident reporting form and turn into your employer or supervisor along with the police report and pictures ASAP!



## Accident Reporting Kit

## Your Vehicle:

Name of Insured: \_\_\_\_\_  
Year, Make and Model of your vehicle: \_\_\_\_\_  
Serial number of your vehicle: \_\_\_\_\_  
Driver's name, address, phone # and email: \_\_\_\_\_  
Damage to your vehicle: \_\_\_\_\_  
\_\_\_\_\_

## Other Vehicle:

Owner's Name, address, phone number and email: \_\_\_\_\_  
\_\_\_\_\_  
Year, Make and Model of vehicle: \_\_\_\_\_  
Damage to other vehicle: \_\_\_\_\_  
Driver's name, address, phone # and email (if different than owner): \_\_\_\_\_  
Is other vehicle insured? \_\_\_\_\_ Provide name of Insurance Co & Policy # \_\_\_\_\_  
\_\_\_\_\_

## Persons Injured

Name, address, phone and email of injured: \_\_\_\_\_  
\_\_\_\_\_  
Nature of Injuries: \_\_\_\_\_  
Where was injured person taken & by whom: \_\_\_\_\_  
\_\_\_\_\_  
Name, address, phone and email of injured: \_\_\_\_\_  
\_\_\_\_\_  
Nature of Injuries: \_\_\_\_\_  
Where was injured person taken & by whom: \_\_\_\_\_  
\_\_\_\_\_

## Other

List name, address, phone and email of any witnesses or any other miscellaneous notes or comments here: \_\_\_\_\_  
\_\_\_\_\_

