

Collision Procedure

1—PROTECT THE SCENE

- Remain calm
- **Move Vehicle** out of danger if possible (*State law since 1994*)
- If in hazardous location—set up reflective triangles/flares

2—CHECK FOR AND HELP INJURED.

3—CALL 911, or direct someone to do so.

- *No matter how minor—get police report*

4—GET WITNESSES

- Names and Numbers
- See back side of this page

5—EXCHANGE INFORMATION

- Flip this form over

6—TAKE PHOTO'S If YOU HAVE A CAMERA

7—DO NOT ADMIT “FAULT”, just tell officer what happen.

NOTES

List any damage to other vehicles—including point of impact, apparent new damage, and obvious old damage (take photos). Also draw a simple diagram of the collision, including direction of travel and traffic sign, include any other information you feel may be useful.

Get names, addresses, and phone #'s of any passengers if possible.

Collision Date _____ Time _____ Weather/Light Conditions _____
Street/Hwy./Intersection _____ City _____
State _____ Police Dept/Sheriff/Trooper _____ Case # _____
Tickets issued? Yes ___ No ___ If yes, to whom? _____

WITNESS #1

Name _____ Address _____

Phone (H) _____ (W) _____ Other _____

WITNESS #2

Name _____ Address _____

Phone (H) _____ (W) _____ Other _____

Other Driver #1 _____ **Apparent injuries? Yes ___ No ___**

Name _____

Address _____

Phone (H) _____ (W) _____ Other _____

License Plate No. _____ VIN# _____

Year ___ Make _____ Model _____

Color _____ Insurance Co. _____

Policy # _____

Name of Insurance Agent _____

Phone _____

Other Driver / Passenger #2 _____ **Apparent injuries? Yes ___ No ___**

Name _____

Address _____

Phone (H) _____ (W) _____ Other _____

License Plate No. _____ VIN# _____

Year ___ Make _____ Model _____

Color _____ Insurance Co. _____

Policy # _____

Name of Insurance Agent _____

Phone _____