

Accident Checklist

1. **Check yourself and passengers for injuries.** Call 911 if medical attention is required.
2. **Move to safety.** If your car works get out of traffic and to a safe location. Turn on warning lights. If the scene is safe you should take a picture of the accident before moving your vehicle
3. **Call the police.** Unless there is no damage or injury involved, you should only discuss the accident with the police. Do not discuss who is at fault with witnesses or other drivers.
4. **Gather information from everyone involved in the accident including drivers and witnesses.** You should record the other driver's name, address, phone number, and insurance company name and policy number. Do not discuss the accident or who is at fault. We recommend recording the contact information at least one witness if possible.
5. **Get police officer information.** This means name, badge number, and police department.
6. **Record accident information.** Location, date, and time of the accident. Vehicle description, and license plate numbers of the vehicles involved should also be gathered.
7. **Take lots of pictures.** Document as much as possible with a camera including vehicles, drivers, surroundings, property damage, skid marks, etc. When in doubt take a picture but only if it is safe to do so.
8. **Contact your auto body shop.** Before you speak to your insurance company call your preferred [collision repair shop](#) and get towed. The insurance company will often steer you towards their affiliated auto body shop which might not be what you want. Your collision center can handle your insurance claim.

Tip: Use your cell phone to take pictures of the scene, and even take a photo of the other driver's insurance card.

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