

### Automobile Accident – To Do List

Remains Calm – check for injuries

Call your supervisor – let them know what has happened & location & status - Notify management if you cannot get your supervisor

Either notify or make sure someone has notified law enforcement – co-operate with law enforcement

Hand out witness cards and ask them to fill them out & return to you

Photographs – take all photographs on the camera.

Photograph ALL vehicles before they are moved

Photograph front, each side and rear of all vehicles involved in the accident

Get photographs at Point of Impact

Photograph crash related items such as broken glass, vehicle parts

Photograph gouges in the pavement/road surface made from vehicles

Photograph skid marks of other vehicle and of your own

Get photographs of your direction of travel

Get photographs of other person's direction of travel

Photograph tags of other vehicles in accident

Photograph tags of witness vehicles

Photograph inside of other vehicle if there is a reason – you are allowed to photograph from the outside whatever is in plain view – you cannot enter the vehicle

### DO NOT PHOTOGRAPH INJURED PERSONS

### DO NOT!!

Do not leave scene of accident until the law enforcement officer releases you

Do not admit responsibility for the accident

Do not blame anyone else for the accident

Do not argue, fuss or fight about the accident

### DO!!

Do get other driver & vehicle information

Do give your vehicle and driver information to the other person

Do fill out the accident report in your packet

## Information Exchange

### **Driver Information Card**

Provide this information to other driver/drivers

Driver Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Vehicle Information:      Make \_\_\_\_\_

Model \_\_\_\_\_

Year \_\_\_\_\_

Tag # \_\_\_\_\_

Give this information to the other driver

For their records!