

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.

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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 Name _____ **Apparent injuries? Yes ___ No ___**
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 Name _____ **Apparent injuries? Yes ___ No ___**
Address _____
Phone (H) _____ (W) _____ Other _____
License Plate No. _____ VIN# _____
Year ___ Make _____ Model _____ Color _____
Insurance Co. _____ Policy # _____
Name of Insurance Agent _____ Phone _____