

Accident Report

Instructions

- Relax, stay calm, and be careful
- The first priority is to make sure injured people receive appropriate medical care, including you. This report can wait.
- Collect as much information as possible and appropriate for this report.
- After you have collected the information, call dispatch. Even if no one was injured and your vehicle is operational, call dispatch. Do NOT wait. Let the dispatcher know your condition, the condition of your vehicle, wrecker information (if called), and whether you received a traffic citation or not.
- If your vehicle is operational return to the shop IMMEDIATELY unless instructed otherwise by dispatch.

NOTE: FAILURE TO CALL DISPATCH OR RETURN TO THE SHOP FOLLOWING AN ACCIDENT MAY RESULT IN TERMINATION

Is Anyone Injured?

If anyone is injured, call 911 immediately. If you can aid the injured without causing further harm, help. Try not to move anyone injured or unconscious if possible. Record injury information below.

Injured's Name	Describe Injury
Injured's Name	Describe Injury
Injured's Name	Describe Injury

Get Vehicle Information

Vehicle #1: Ask for a copy of the driver's license and insurance card. Fill out the following *yourself*.

Driver's Name	Driver's License Number	State
Address	Vehicle License Plate Number	State
	Insurance Policy Number	
City	State	Insurance Policy Number
Phone		
Description of Damage to This Vehicle		

Vehicle #2: Ask for a copy of the driver's license and insurance card. Fill out the following *yourself*.

Driver's Name	Driver's License Number	State
Address	Vehicle License Plate Number	State
	Insurance Policy Number	
City	State	Insurance Policy Number
Phone		
Description of Damage to This Vehicle		

When And Where Did The Accident Occur?

Location of Accident

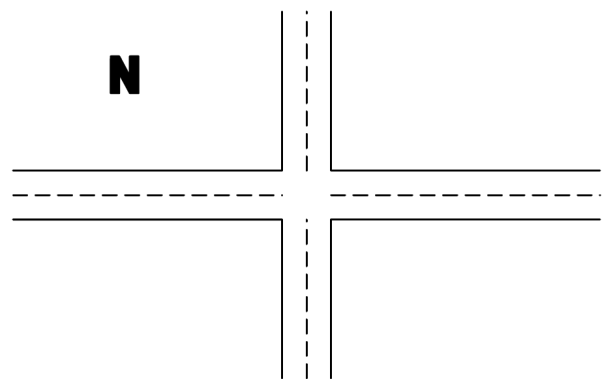
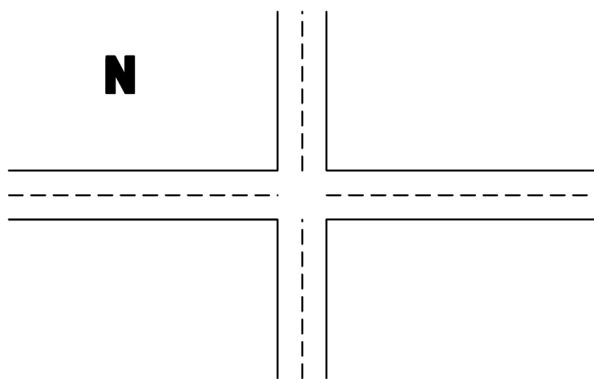
Date

Time

Any Weather Conditions

Describe The Accident

Sketch The Accident (Take Digital Pictures If Possible)



Did The Police Respond?

Officer's Name

Badge Number

Are There Witnesses

Driver's Name

Driver's License Number

State

Address

Vehicle License Plate Number

State

City

State

Phone Number

Driver's Name

Driver's License Number

State

Address

Vehicle License Plate Number

State

City

State

Phone Number