

## **Automobile Accident Procedures**

(Place this and the Accident Report Form in Every Vehicle When Traveling)

- 1. Stay calm and stay put. It is a legal requirement to stay.**
  - If you're able, get out of traffic and find a **safe** place to wait for help to arrive.
  - Remain still so as not to aggravate any injuries and accept help from bystanders.
  - Try to take deep breaths and don't get stressed over wreck
  - Attend to injured, but do not move unless their safety is endangered.
  - If further hazards exist, remove people /vehicles to prevent additional injuries if possible.
  
- 2. Call the police.**
  - Call 911.
  - Insist that police come to the scene of the crash and file a report.
  - Make sure the officer provides you with a copy of the report.
  
- 3. Do not talk about the accident**
  - You should never discuss fault.
  - Your words maybe used against you.
  - You can be misquoted on the facts or opinion if given.
  - Even if someone ask, "are you OK?" - may often be used against you—only the doctor knows.
  - Save all explanations for the police officer
  - Rule 5 is all that you should provide anyone at this time.
  
- 4. Don't refuse medical treatment.**
  - Never refuse assistance from a paramedic or EMT. You may not realize that you're injured since your adrenaline is elevated in the aftermath of a crash.
  - An insurance company may call you to ask for a recorded statement about your crash. You do not have to give a statement. It's strongly advised that you seek legal advice prior to speaking with an insurance company.
  
- 5. Gather information and witnesses on Car Accident form.**
  - Driver's license information.
  - Insurance policy information.
  - License plate information.
  - Names and contact information of the other driver.
  - Names and contact information of the witnesses.
  - Complete Accident Report at the earliest opportunity.
  
- 6. Take Pictures if you have a mobile phone or camera.**
  - Take pictures of: 1 the crash scene. 2 the people & vehicles involved 3. the license plate.
  
- 7. Contact church at (704) 485-3944 (and Vehicle Rental Organization.)**
  - Church should contact pastor, or other person in charge of trip.
  - Vehicle Rental Organization

### Preliminary Traffic Accident Report

- The name, badge number, and contact information of any police officer who comes to the accident.
- Take picture of accident report that officer has completed.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

**Damage to Vehicle or Property of Others:(Fill in information on other driver/vehicle)**

Make of vehicle: \_\_\_\_\_ Model: \_\_\_\_\_ License plate: \_\_\_\_\_

Driver's license number: \_\_\_\_\_

Insurance agent: \_\_\_\_\_ Company/Agent phone number: \_\_\_\_\_

Name of Driver: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address of driver: \_\_\_\_\_

List damage visible to vehicle or property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Damage to Your Vehicle or Property: (fill in information )**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

**Damage to Vehicle or Property of Others: (Fill in information on other driver/vehicle)**

Make of vehicle: \_\_\_\_\_ Model: \_\_\_\_\_ License plate: \_\_\_\_\_

Driver's license number: \_\_\_\_\_

Insurance agent: \_\_\_\_\_ Company/Agent phone number: \_\_\_\_\_

Name of Driver: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address of driver: \_\_\_\_\_

List damage visible to vehicle or property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Pictures of important aspects of accident from different angles**

- Any notes regarding the driving conditions, the weather, visibility

**Injured Person(s):**

**1\_ Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**2\_ Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Witness:**

**1\_ Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**2\_ Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**3\_ Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Was a police report made?    Yes \_\_\_ No \_\_\_    *(Make copy/Picture of their report if possible)*

Did you receive a citation or arrest?    Yes \_\_\_ No \_\_\_

Brief narrative of accident (Explain where you were going, load you were carrying, speed of vehicles):

Diagram of accident: (location and direction of travel of all vehicles, street names, skid marks, signs, etc)

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_