
 Organization Name

Auto Accident Checklist

When an Accident Happens:

- Stop immediately and turn off your ignition. Don't obstruct traffic. Ask a responsible person to warn oncoming traffic.
- Don't move your vehicle until instructed to do so by police.
- Stay calm, don't argue, don't admit fault, and don't accuse anyone of fault.
- Obtain first aid if needed and ask someone to call police.
- Record the make, model, and license plate number of all vehicles. Ask for the driver's license numbers of those involved.
- Secure the names and addresses of all parties, as well as any witnesses and/or injured parties.
- Make a diagram of the accident showing the position of the two vehicles during and after the crash.
- At the accident site, don't make any settlement offers or volunteer to pay damages.
- Make sure the attending officer files a police report.
- Report the accident to your insurance agent or company as soon as possible.
- File a financial responsibility report with the state or local police if required by law.

Accident Scene Diagram:

Driver's Name: _____

Church/Ministry Name: _____

Policy Number: _____

Record of Events:

Date/time of accident: _____

Road conditions: _____

Weather conditions: _____

Accident location: _____

Other driver's name and phone number: _____

Other parties' vehicle description/driver's license number, and insurance company: _____

Were there any passengers in your vehicle? _____

Other vehicle? Names, ages, injuries: _____

Did EMT respond? Injuries treated: _____

Did the police respond? If so, officer's name and badge number: _____

Was a police report made? If so, report number: _____

Damage to vehicles: _____

Comments made by other drivers: _____

Agent's Name: _____

Telephone: _____

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