

POST CAR ACCIDENT CHECKLIST

Keep this checklist in your glove box. Knowing that you are taking the proper steps to protect yourself after an accident could help you be calm in a frantic situation.

- Get help for anyone injured, calling 911 as merited.
- Do not move an unconscious person unless his or her life is at stake.
- Move all involved vehicles out of the way of traffic.
- Turn on hazard lights, open the hood and/or set up cones, warning triangles or flares.
- Call police.
- Collect information noted in the forms below.
- Provide to the other driver(s) only the information on your proof-of-insurance card (your name, the policyholder's name, vehicle information, the insurance company's name, the agent's name and phone number, and the policy number).
- Do not allow your driver's license to be photographed.
- Safely take photos of the following:
 - Each car, including license plates and all vehicle damage
 - Each driver
 - Any skid marks
 - Location markers (landmarks, street signs, addresses)
 - Accident debris
 - Other property damage
- Draw a diagram of the accident. Show the positions of all vehicles, traffic controls, pedestrians and witnesses. Indicate the north-south and east-west streets.
- File an incident report if a police report is not filed.
- Notify your insurance agent, regardless of fault, and record the claim number.
- Ask your agent about rental car options and how repair estimates will be handled.
- Do not discuss the accident with anyone except police and your insurance agent, and do not admit fault.
- Do not agree to any settlements, from an insurance company or otherwise, without consulting an attorney who specializes in auto accidents.
- Do not sign any documents that are not from the police or your insurance agent.
- Schedule a doctor visit, even if signs of injury are not immediately apparent.
- Document whom you spoke with, and when, including all insurance company representatives, claims adjusters, police officers and other investigators. Include a summary of the conversation.
- Keep receipts for all of your related expenditures — for transportation, parking, repairs, etc.

COLLECT THE FOLLOWING INFORMATION

FROM THE OTHER DRIVER

Name: _____

Address: _____

Phone number(s): _____

Email: _____

Auto insurance company: _____

Policy number: _____

Insurance agent's name and number:

- Verify that the vehicle listed on the insurance information matches the vehicle involved in the accident.
- If ownership or insurance documentation is not provided, get the driver's license information from the other driver(s).

ABOUT THE ACCIDENT

Date: _____ Time: _____

Location: _____

Weather: _____

Road conditions: _____

Traffic conditions: _____

Description of what happened, including direction of travel and speed:

Description of all injuries, and emergency response information, including when police/medical personnel arrived:

Description of damage to all vehicles:

Description of damage to peripheral property (signs, trees, buildings, etc.):

FROM PASSENGERS AND WITNESSES

Name: _____

Address: _____

Phone number: _____

FROM POLICE

Officer's name: _____

Jurisdiction (city/county/state):

Badge number: _____

Was police report filed?: _____

Police report number: _____

Time/date of police report: _____

Tickets/citations issued: _____

ABOUT THE OTHER VEHICLES

Make: _____ Model: _____

Year: _____ Color: _____

License plate number: _____

State of plate issuance: _____

Vehicle ID number: _____

Name of owner on registration:

Company name or logos on vehicle:

Relationship to driver (if not owner):

OKC Auto Works
701 SE 89th Street
Oklahoma City, OK 73149
(405) 634-8200

