

# ACCIDENT WORKSHEET

*Simple steps and things to remember after the accident*

**First Steps:**

- Stay calm
- Get to a safe place
- Check to see if anyone was injured and administer first aid
- **Contact the police—no matter how minor the accident. This protects you and your employer.**

**Best Practices:**

- Limit interaction with others and **do not admit fault**
- When speaking—**stick to the facts**

**While on Scene:**

- **Get as much information as possible on this report**
- Contact information of driver(s), all vehicle occupants, witnesses—phone numbers, mail and email address
- **Take a lot of pictures and/or video—including all vehicles involved and license plate numbers**
- When the police come, cooperate and tell them what you know
- Pay attention to surroundings—are there any businesses that may have video of the accident? Make note of them

## REPORT INFORMATION

### YOUR NAME & VEHICLE INFORMATION

Driver Name (First & Last)	
Driver Injured? (Y/N)	Driver's Phone Number
License Plate Number	Vehicle Make & Model
Description of Damage to your Vehicle	
Towing Company Name/Phone	

### POLICE INFORMATION

Police Called to Accident Scene? (Y/N)	Incident/Police Number
Phone	Police Department
Officer Name	Ambulance Called to Scene? (Y/N)

### WITNESS INFORMATION

Name	Name
Phone	Phone
Email Address	Email Address

## OTHER DRIVER(S) & VEHICLE(S) INFORMATION

Other Vehicle 1

Other Vehicle 2

Driver's Name (First & Last)		
Driver Injured? (Y/N)		
License Plate Number		
Vehicle (Make, Model, Year)		
Insurance Company Name & Policy Number		
Damage to Other Vehicle		
Towing Company Name & Phone		
Number of Passengers		
Injuries to Passengers? (Y/N)		

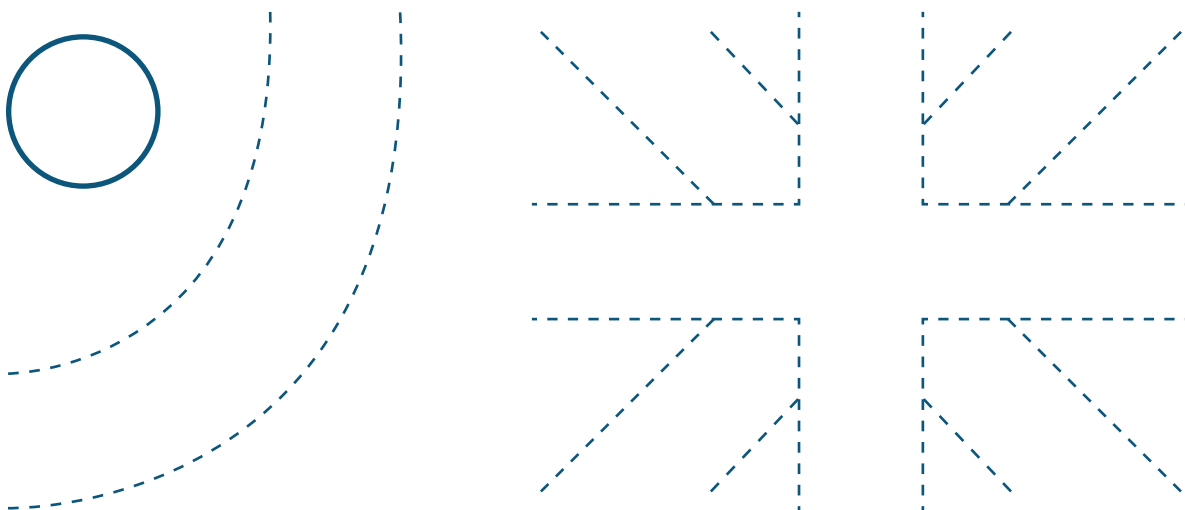
### ACCIDENT DETAILS

Day/Date/Time	Weather & Road Condition
---------------	--------------------------

Location of Accident

Details of Incident

Use one of these outlines to sketch the scene of your accident. Show names of streets, direction and position of the automobiles, and point of contact. Use a solid line to show the path before the accident and a dotted line to show the path after the accident. Indicate north with an arrow in the circle below.



Employee Name	Date
---------------	------