## 6 steps to managing an accident

Driving safely reduces your risk of an accident. Yet, there are always factors outside your control, including road conditions, weather and other motorists.

Print and keep this checklist in your vehicle. If you're in a car accident, use it to gather information to report a claim and help manage the situation.

Stop. Stay Calm.
Never leave the scene. If anyone's injured, called 911.



Check Surroundings
Watch for oncoming traffic and turn on your hazard lights to warn them.



Gather Information
Once you know everyone is okay, or emergency help is on the way, gather information to file an accident claim using the crash scene report.



Take Pictures

Take photos of both cars, including any damage and license plates. Record the year, make, and model of cars involved. You can also include photos of the scene of the accident.



Limit Discussion

Try not to talk about the accident with the other driver, including apologizing to them. Do not make any statements admitting fault or offer to pay for repairs. Only discuss the accident with the police and your insurance company.



Check Dash Cam Footage
Once you have completed the crash scene report, and when you can safely do so, check your dash cam for any footage of the accident.



<b>Crash Scene Report</b>	
Date:	Time:
Accident Location:	
Description of your vehicle's	damage:
Description of other vehicle's	damage:
Details of any other property	damage:
Other Vehicle	
Year: Make:	Model:
License Plate:	Driver's License Number:
Driver's Name:	Telephone:
Other insurance company an	d policy number
Witness Info	
Write down all names and telephone	1 N

Use this diagram to illustrate what happened.