



All accidents must be reported to your supervisor as soon as it is reasonable to do so and no longer than one hour from the time the accident occurred.

Auto Accident Report Form

When an accident occurs:

First Steps	Do Not Say	While Still At the Scene
<ul style="list-style-type: none">• Remain calm• Get to a safe place• Check for injuries• Administer First Aid• Call police/EMT	<ul style="list-style-type: none">• Never admit fault, (even if it is).• My insurance will pay for everything.• It's OK, I have full coverage.	<ul style="list-style-type: none">• Get as much information as possible on this report.• Take Pictures• When the police come, cooperate and tell them what you know.

Accident Details:

Day/Date/Time AM/PM	
Weather/Road Conditions	
Location of Accident	
Accident Details	

Damage Descriptions:

Your Vehicle: Towing Company Name & Phone	Other Vehicle: Towing Company Name & Phone

Other Driver/Vehicle Information:

Owner's Name:	
Owner's Address:	
Owner's Phone:	
Vehicle Make:	
Vehicle Model & Year:	
Vehicle Color:	
License Plate Number	
Insurance Company:	
Agent Name & Phone:	



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Passengers/Injuries:

Your Vehicle	Other Vehicle
# Passengers:	# Passengers:

Police Information:

Officer Name:	
Department:	
Phone:	
Badge Number:	
Other Info:	

Witness Information:

Name:		Name:	
Address:		Address:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	

Sketch The Accident Scene: