

Driver's Report

After the accident...

- 1. Stop immediately** to investigate the situation. If someone is injured, call 911 for help. The police will likely come to the scene if an injury or a crime has occurred. Request a police report if they come out.
- 2. Do not admit fault** to the other parties. Do not discuss the details of the accident with anyone other than police, your supervisor or insurance representative.
- 3. Protect the scene of the accident.** Direct traffic, place flags, flares or reflectors.
- 4. Take photos if safe to do so.**
- 5. Exchange information with the other parties.** Use this brochure to gather all of their contact and insurance data.
- 6. Obtain contact information from any witnesses using the attached cards.**
- 7. Complete and submit this report to your supervisor or vehicle owner.** In case of property damage and/or injury, report the accident to Momentous.

Claim Details

Date/Time of Accident: _____

Location of Accident: _____

Description of Accident: _____

Police involvement? If yes, provide report #: _____

Insured Vehicle

Insured's Name: _____

Insured's Ph#: _____

Driver's Name: _____

Driver's Ph#: _____

Vehicle Make/Model: _____

Extent of Damage: _____

Is the vehicle operable/drivable? _____

Note any pre-existing damage: _____

Other Vehicle

Driver's Name: _____

Address: _____

Phone #: _____

Driver's License: _____

Vehicle Make/Model: _____

License Plate: _____

Insurance Carrier: _____

Injured Parties

Policy #: _____

Name: _____

Address: _____

Phone #: _____

Witnesses

(for additional witnesses, use enclosed cards)

Phone #: _____

Name: _____



Please complete this witness courtesy card.

I'd appreciate your help. It will enable management to treat the driver's record fairly.

NAME _____

ADDRESS _____

PHONE NO. _____

(Circle Answer)

WERE YOU INVOLVED? **Yes** **No** **WERE YOU HURT?** **Yes** **No**

DID YOU SEE WHAT HAPPENED? **Yes** **No** **WAS ANYONE HURT?** **Yes** **No**

WHO WAS AT FAULT? _____

REMARKS _____

Please complete this witness courtesy card.

I'd appreciate your help. It will enable management to treat the driver's record fairly.

NAME _____

ADDRESS _____

PHONE NO. _____

(Circle Answer)

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REMARKS _____
