



Auto Accident Checklist

✓ Taking steps to protect yourself after an auto accident can help save you extra stress and worry down the road. Keep this checklist handy in the glove box of your vehicle and refer to it in the unfortunate event of an auto accident. **Be sure to report an accident in a timely manner – usually within 24 hours.**

To file a claim, please visit our 'File a Claim' web page on [dspinsurancepolicy.com](https://www.aon.com/dspinsurancepolicy.com) to download the appropriate Claim Intake Forms.

- Get help for anyone injured by calling 911
- 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 the police.
- Collect information noted on the back of this form.
- Provide to the other driver(s) the information on your proof-of-insurance card (your name, the policyholder's name, vehicle information, insurance company's name, agent's name and phone number, and policy number).
- Do not allow your driver's license to be photographed.
- Capture the GPS location or safely take photos of the following:
 - Each car, including license plates and all vehicle damage
 - Each driver
 - Other driver's auto ID cards
 - Any skid marks
 - Location markers (landmarks, addresses, street signs)
 - Accident debris
 - Other property damage
- If you are unable to capture the GPS location or take photos, draw a diagram of the accident. Show the positions of all vehicles, traffic controls, pedestrians and witnesses and indicate the north-south and east-west streets.
- File an incident report if a police report is not filed.
- Report the incident, regardless of fault, and record the claim number.
- Ask your claims adjuster 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.
- Document whom you spoke with and when, including all insurance company representatives, claims adjustors, police officers and other investigators. Include a summary of the conversation.
- Keep receipts for all of your related expenditures (transportation, parking, repairs, etc.)

(Over, please)

Information to Collect

FROM THE OTHER DRIVER

Name: _____

Address: _____

Phone number(s): _____

Email: _____

Auto insurance company: _____

Policy number: _____

Insurance agent's name and phone number:

ABOUT THE OTHER VEHICLE

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 owned):

- 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).

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 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: _____

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