



## Laslie's Auto Collision Counselor

**Step 1**

**Keep calm**

Stop to protect your passengers and car. Call ambulance for injured party, if required. Set flares if you carry them, and do not leave the scene of the accident.

**Step 2**

**Exchange Documents**

Don't discuss the accident with anyone or blame anyone—including yourself. Exchange only license, registration, and motor vehicle identification card.

**Step 3**

**Give Facts**

Give only your name, address, license number, license plate number, name of registered owner of the car and your insurance company. Show your driver's license to the other party.

**Step 4**

**Get Facts**

Take down the name, address, operator's license number, date of birth, sex, state of license and phone number of the other driver.

**Step 5**

**Ownership Facts**

Write down the name, address, and the insurance company of the owner of the other car involved. The driver may not be the owner of the car.

**Step 6**

**Injured Parties**

Seek information from police for all injured parties involved, including passengers. Take down the names, addresses, dates of birth, sex, and the extent of injury.

**Step 7**

**Witnesses**

Be sure to write down the names, addresses and phone numbers of any people who saw the accident but weren't involved in it. Passengers in accidents aren't witnesses.

**Step 8**

**Damage**

Note the make, body type, year and license number of the other vehicle. Also make note of the damage to the other vehicle.

**Step 9**

**Draw Diagram**

Note the date and time of the accident. Write down the location (street intersection or landmark).

**Step 10**

**Report Accident**

Report the accident to your broker or agent immediately. If the accident involves death or injury, report it without delay to the police department. Obtain a copy of their report within 24 hours.