



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.