

J & J Auto Body

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What to do when you have an accident

- Keep calm - easier said than done we know, but the calmer you are the smoother everything will go. Be tactful and courteous, even if you're angry.
- Turn off your vehicle's engine and leave it where it is if you feel it is safe to do so. If you think your car is in danger of being hit by another car, slowly drive to the side of the road or a well-lit parking lot. (Some state or local statutes may require the vehicle be left as is.) If it can't be moved, turn on the hazard lights.
- Assess your situation. When examining the possible damage to your vehicle, NEVER walk directly between the two cars - if one is hit again, you could be trapped between the two vehicles.
- Seek medical help if you or other parties require it. Provide medical help to others ONLY if you are trained to do so. Are you injured? Assess the amount of impact and judge to what degree you may be hurt. If you think you're injured, stay in your car and try to relax. Be honest if anyone asks how you are. Ask someone to call for help and let a professional assess your condition.
- Call the police. Dial 9-1-1 first. If that doesn't work, dial 0 and ask for the police. Notify the police. Tell them who you are, where you are, and about any obvious or claimed injuries.
- Identify yourself to the other driver.
- Exchange information with the other driver(s). Be sure to get the names, addresses, telephone numbers and insurance companies. Be sure to list passengers in each vehicle involved. Get the names, addresses and phone numbers of any witnesses. If you can't get their names, at least get their license plate numbers. Get names and badge numbers of any police officers who arrive at the scene.
- If there are injuries or extensive damage, the police should file a report. Ask to how to obtain an official copy for the insurance company.
- Avoid any extensive discussions at the scene about who is responsible for the accident. Don't say the accident was your fault, even if you believe it was. If the other person admits responsibility, offers a money settlement and you accept, you will not be able to put the claim through your insurance company. You or the other party may later find damage and bodily injury not apparent at first.
- Write a complete description of the accident as soon as possible. Include weather conditions, estimated speeds, and as much precise information as you can observe. Take photographs if a camera is available.
- Have the vehicle towed or driven to a collision repair facility of your choice. If in doubt, there are some 12,000 Automotive Service Association (ASA) member-businesses around the nation. Look for the ASA logo in the Yellow Pages or the red, white and blue ASA sign. (Search the [Find Nearest ASA Shop database](#) to find a shop in your area and keep that information in your glove compartment.)
- Notify your insurance company of the accident as soon as possible.

Date of accident Time _____

Location _____

Other Driver's Name _____

Address _____

City State Zip _____

Phone _____

Yr/Make and Model _____

Insurance Company _____

Agent _____

Policy Number _____