

Car Accident Toolkit



Driving safely reduces your risk of an accident. Yet, there are always factors outside your control – including road conditions, weather and other motorists. Print and keep this toolkit in your vehicle. If you're in a car accident, use it to gather information to report a claim and help manage the situation.

Accident details

Date: _____ Time: _____

Accident location:

Description of injuries:

Description of vehicle damage:

Current vehicle location:

Investigating officer's name:

Badge number:

Occurrence number:

Details of charges (if any):

Scene map Draw a rough sketch of the accident scene and how it happened. Identify your vehicle and all others involved.

Your information

Keep copies of this in your car to give to the other driver.

Your name: _____

Driver's licence number: _____

Insurance company: _____

Policy number: _____

Vehicle make and model: _____

Plate number: _____

Other driver's information

Name: _____

Driver's license number: _____

Insurance company: _____

Policy number: _____

Vehicle make and model: _____

Plate number: _____

Passenger name(s): _____

Witness information

Witness name(s): _____

Phone number: () _____ Email address: _____

9 steps to managing a car accident

1 Stay calm.

Confirm no one is hurt, then check for damage.



2 Call for help.

If the accident is serious, call 911.

3 Address injuries.

Keep injured people warm and don't move them unless in immediate danger.



4 Check surroundings.

Watch for oncoming traffic and turn on your hazard lights to warn them.

5 Gather info.

Once you know everyone is okay, or emergency help is on route, gather information to file an accident report using the Car accident checklist.



6 File a report.

Call the police to file an accident report even for a minor incident.

Note: rules on how and when to report can vary; check with your municipality.



7 Take pictures.

Including photos of:

- > damage to vehicles
- > all vehicles in the accident
- > the scene of the accident
- > the other driver(s) and passengers

8 Move your vehicle.

Get it out of the flow of traffic, if you can do so safely. If it's too damaged to drive, have it towed.



9 Limit discussion.

Try not to talk about the accident with the other driver, including apologizing to them. Only discuss the accident with the police and your insurance company.

