

Motor Vehicle Accident Checklist



Being involved in a motor vehicle accident can be unsettling and leave you feeling confused, shaken, angry or scared in the aftermath. **We have provided the following checklist that will guide you at an accident scene.**



- Bring your motor vehicle immediately to a stop once it is safe.
- Switch off your engine and turn on your hazard warning lights.
- Check for injuries to yourself and others. Do not try to move any injured person(s). Remember to take all safety precautions.
- Report the accident to our Accident Response Team at **421-2277** or **426-9500** and the Police at **211**, if the situation requires but note the Police will determine if their presence is required.
- If there are serious injuries, you must call the Police.
- Do not admit liability.
- Exchange name, address, telephone numbers, and insurance information with the other driver(s) if possible. Note the registration numbers of all vehicles involved. If the other driver(s) is/are not the owner(s), obtain the owner's name, address, contact number and insurance information. If the situation is not amicable, await the arrival of the Accident Response Team and/or the Police.
- Take photos of the scene and contact information of any eyewitnesses who are not passengers in your vehicle.
- Be sure to note the names and badge numbers of any Police, investigating authorities and other emergency personnel at the accident scene.
- Allow the Accident Response Team to assist with gathering photographic evidence and other relevant details. They will assist you with completing your claim form where the driver must provide and sign a statement of what happened.
- Remember to take reasonable steps to protect your damaged property from further loss.

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