



MOTOR VEHICLE ACCIDENT CHECKLIST

In the event of an accident, remain calm and follow the steps below.

ENSURE SAFETY FIRST

- ☐ Turn on hazards. **If safe to do so**, put vehicle in park and take photos of positions of vehicles involved.
 - ☐ If unsafe to take photos or after doing so, move vehicle off roadway, if possible.
- ☐ Check yourself, passengers, and anyone else involved for injuries. **DO NOT** move anyone who may have serious injuries unless there is risk of further harm where they are (e.g., fire or car hazard).
- ☐ Call 911 to report the accident and request medical help, if needed.
- ☐ If you are injured, make getting medical attention your top priority. If you are uninjured, move on to next steps.

EXCHANGE & GATHER INFORMATION

- ☐ Avoid discussing who was "at fault." Only discuss details with police at the scene.
- ☐ Provide your name, address, phone number, driver's license number, and insurance information.
- ☐ Record other party's information below.

Name: _____ Phone #: _____

Address: _____

Driver's License #: _____ License Plate #: _____

Insurance Information: _____

Vehicle Make: _____ Model: _____

- ☐ Record witness information below.

Name: _____ Phone #: _____

Name: _____ Phone #: _____

TAKE PHOTOS

- | | |
|---|---|
| <input type="checkbox"/> Positions of vehicles after accident (if possible) | <input type="checkbox"/> Any nearby street or traffic signs |
| <input type="checkbox"/> Damage to your vehicle (close up & farther away) | <input type="checkbox"/> Any obstructions in the roadway |
| <input type="checkbox"/> Damage to other vehicles or property | <input type="checkbox"/> Surrounding businesses (which could have security cameras) |
| <input type="checkbox"/> Weather, road conditions, visibility | <input type="checkbox"/> Any injuries to you or your passengers |
| <input type="checkbox"/> Skid marks or lack of skid marks | <input type="checkbox"/> Other party's license plate & insurance card |
| <input type="checkbox"/> Glass or debris from the accident | |

CONTACT

- ☐ Call MMG at **1-800-343-0533** or your Independent Agent as soon as possible, within 24 hours of the accident at the latest.