

Collision Checklist



A collision can happen quickly and leave you unsure what to do. This checklist helps you be prepared for the unexpected and guides you through the essential steps after a collision. Print a copy and keep it in your vehicle to gather the information required to report a claim.

Collision details

Date: _____ Time: _____

Collision location: _____

Description of injuries: _____

Description of vehicle damage: _____

Tow truck company (call your insurer for recommendations): _____

Current vehicle location: _____

Investigating officer's name: _____

Badge number: _____

Occurrence number: _____

Details of charges (if any): _____

Your information

Keep copies of this in your car to share with the other driver. Do not supply coverage information.

Your name: _____

Driver's licence number: _____

Insurance company: _____

Policy number: _____

Vehicle make and model: _____

Plate number: _____

Passenger name(s): _____

Witness information

Witness name(s): _____

Phone number: () _____ Email address: _____

Scene map

Draw a rough sketch of the collision scene and how it happened. Include as many details as possible to avoid relying on memory later. Identify your vehicle and all others involved.

Other driver's information

Name: _____

Driver's licence number: _____

Insurance company: _____

Policy number: _____

Vehicle make and model: _____

Plate number: _____

Passenger name(s): _____

10 steps to protect yourself and your collision claim



1 Stop.

Remain where you are. Never leave the scene of a collision.

2 Stay calm.

Confirm no one is hurt, then check for damage.



3 Check surroundings.

Watch for oncoming traffic and turn off the ignition, activate your hazard lights, and set the parking brake.

If there are downed power lines, remain in your vehicle until help arrives.



4 Call for help.

If you need emergency assistance, call 911. Otherwise, contact your local police department to report the collision.



5 Address injuries.

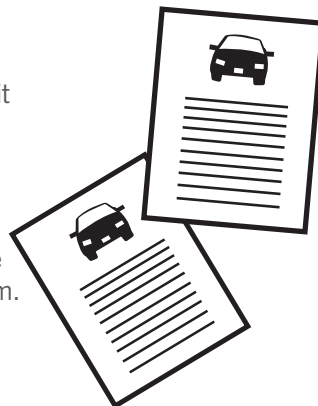
Keep injured people warm and don't move them unless they're in immediate danger.

6 Contact your insurance provider.

They will provide important next steps, including which tow truck company to call, body shop to use, and the details you need to start a claim. You may be able to submit your claim and upload documents online, so be sure to check with your insurer.

7 Gather info.

Once you know everyone is okay, or emergency help is on the way, gather the information needed to file a collision report and complete your insurance claim.



8 Take pictures.

Photos provide a before-and-after comparison of your vehicle's condition, as well as evidence of what happened. Include photos of:

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

9 Get out of the way.

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



10 Limit discussion.

Do not discuss responsibility with the other driver. Be courteous, but don't apologize or admit fault. Discuss the collision only with police and your insurance company. Allow your claims adjuster to determine liability.

Need to make a claim?

Call **OneStep™** at 1-800-387-1963 anytime, from anywhere.