

**If you are in an accident follow these simple steps. To ensure your physical and legal safety.**

**1 STAY SAFE**

Remain calm. Stop safely. Turn Emergency lights on. Watch for oncoming traffic.

**2 DON'T APOLOGIZE**

An apology can imply fault. Never admit fault. If you have to say something, ask "are you okay?"

**3 CONTACT AUTHORITIES**

Call an ambulance if people are injured. Notify your supervisor if you are driving a company vehicle.

**4 GET WITNESSES**

Complete witness information section in step 6.

**5 PROVIDE CONTACT INFO**

Show your driver's licence and registration. Complete contact information for other involved driver in step 6.

**6 RECORD THE FACTS**

**WHEN** \_\_\_\_\_ TIME \_\_\_\_\_ AM PM

**WHERE** \_\_\_\_\_

**OTHER VEHICLE** Get directly from VEHICLE REGISTRATION CARD

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
 COLOR \_\_\_\_\_ YEAR \_\_\_\_\_  
 LICENSE PLATE# \_\_\_\_\_ STATE \_\_\_\_\_  
 VEHICLE ID# (VIN) \_\_\_\_\_  
 OWNER'S NAME \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_

**OTHER DRIVER** Get directly from DRIVER'S LICENSE

DRIVER'S NAME \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ SEX M F  
 STREET ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 LICENSE# \_\_\_\_\_ STATE \_\_\_\_\_  
Ask Driver  
 HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
If driver is NOT OWNER of vehicle, ask Driver  
 WAS DRIVER ON ANY ASSIGNMENT FOR OWNER? YES NO

**INSURANCE (OTHER VEHICLE)**

COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_  
 POLICY HOLDER \_\_\_\_\_ POLICY# \_\_\_\_\_

**AMBULANCE** DEPT/STATION \_\_\_\_\_

**POLICE** OFCR \_\_\_\_\_ DEPT \_\_\_\_\_

POLICE REPORT# \_\_\_\_\_

**WEATHER** SUNNY RAIN R CLOUDY DRIZZLE CLOUDY SNOW DARK SLEET DUSK OTHER: \_\_\_\_\_ DAWN

**DAMAGE**

Describe location & extent of damage. Use diagrams below.

OTHER VEHICLE

YOUR VEHICLE



**DIAGRAM OF ACCIDENT**

Show where vehicles went and how accident happened. Use these symbols.

YOUR VEHICLE (black arrow) WITNESS (circle)  
 OTHER VEHICLE (white arrow)



**PASSENGERS**

NAME \_\_\_\_\_ SEX M F  
 ADDRESS/CITY \_\_\_\_\_  
 STATE/ZIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
 IN WHICH VEHICLE? \_\_\_\_\_  
 DESCRIBE INJURIES \_\_\_\_\_  NONE

NAME \_\_\_\_\_ SEX M F  
 ADDRESS/CITY \_\_\_\_\_  
 STATE/ZIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
 IN WHICH VEHICLE? \_\_\_\_\_  
 DESCRIBE INJURIES \_\_\_\_\_  NONE

NAME \_\_\_\_\_ SEX M F  
 ADDRESS/CITY \_\_\_\_\_  
 STATE/ZIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
 IN WHICH VEHICLE? \_\_\_\_\_  
 DESCRIBE INJURIES \_\_\_\_\_  NONE

**WITNESS**

Witness 1  
 NAME \_\_\_\_\_ SEX M F  
 ADDRESS/CITY \_\_\_\_\_  
 STATE/ZIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

Witness 2  
 NAME \_\_\_\_\_ SEX M F  
 ADDRESS/CITY \_\_\_\_\_  
 STATE/ZIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

CONTINUE ON BACK

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**RELEASE FROM OTHER DRIVER**

IF OTHER DRIVER agrees you're not at fault, ask them to sign:

I hereby release & exonerate \_\_\_\_\_

& his/her employer, from any fault or liability for an accident involving the undersigned today at

(location): \_\_\_\_\_

SIGNATURE: X \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

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**NOTIFY INSURANCE COMPANY****DO & DON'T****DO**

- Report the accident to the Department of Motor Vehicles as soon as possible.
- Write a complete description of the accident while its fresh in your mind.
- Have even minor damaged fixed. Letting your car go unrepaired can cost you in the long run.

**DON'T**

- Never discuss accident details with anyone other than police and insurance company.
- Never agree to a phone recording or give a signed statement to other driver's claims adjustor/insurance company.
- Don't be fooled by a lower estimate. You have the right to choose the bodyshop. Don't sign release until every detail is repaired to your satisfaction.
- Never allow your car to be towed to a repair shop you are not familiar with. Don't authorize repairs by signing a tow release unless you have decided to have your car repaired by the shop its being towed to.

Call us if you have any questions.  
**866-622-4058**

Cerritos Nissan deals with collision repair and insurance companies everyday. Let us take care of all the details and put your mind at ease.

***Cerritos Nissan***

18707 Studebaker Road  
Cerritos, CA 90703  
866-622-4058

# In Case Of An Accident...



... we want you to be well informed and prepared.

**Cerritos Nissan**

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