

# ACCIDENT REPORT GUIDE

- 1. SAFETY FIRST.** If safety conditions require it, move onto the shoulder of the roadway to prevent hazards and further damage. Place warning signals promptly.
- 2. CALL 911.** Always call the police, even if you think the damage is minor. Ask for medical assistance if anyone is injured. Render First Aid only if you are qualified to do so.
- 3. TALK ONLY TO POLICE.** Keep calm. Be courteous. Don't argue. Don't admit liability. Don't offer a settlement. Make no statement concerning the accident to anyone **except** a police officer. Make note of the officer's name, badge number, police department and accident report number.
- 4. FILE A POLICE REPORT.** Most accidents required you by law to make a police report. The police relieve you of possible confrontations with claimants and are powerful witnesses regarding the observations at the accident scene.
- 5. COMPLETE THIS ACCIDENT REPORT.** If the police will not or cannot respond then you need to follow this guide to collect all the necessary information for your claim. Be complete and collect the information in items 6, 7, & 8.
- 6. GET A WITNESS.** The honest statement from a reliable witness can verify your claim and give you protections from conflicting accounts.
- 7. USE SMART PHONES.** Visit our mobile website at m.Am-Ins.com. Document your claim with pictures of the accident scene and vehicles; video witness statements; use Contacts for claimants and witnesses; use Notes for details; email photos to American@Am-Ins.com.
- 8. VERIFY.** Ask for the other driver's license, auto registration and current proof of liability insurance card. Take pictures of each or write down the information on this form.
- 9. EMPLOYEES.** For accidents involving company vehicles or while on company business, report your claim as soon as possible to your employer.
- 10. CALL US.** Report your claim and get assistance 24/7  
 Allied policyholders.....800-282-9445  
 Grange policyholders.....800-546-8850  
 Progressive policyholders.....800-274-4499  
 Safeco policyholders.....800-332-3226  
 Travelers policyholders.....800-252-4633  
 All other policyholders.....800-735-6355



Visit our mobile website at: [m.Am-Ins.com](http://m.Am-Ins.com)

## The Accident

Date	Hour
Location: City/Street/Route/State	
Weather	
Condition of Roadway	
Police Officer	

## Describe How The Accident Occurred


## Damage to Property of Others

Other Driver's Name		
Address		
City	State	Zip
Driver's License No.		
Make	Type	Year
Other Insurance Co.		
Policy No.		

## Person Injured

Name		
Address		
City	State	Zip
Tel. No. (Area Code)		

## Witness

Name		
Address		
City	State	Zip
Tel. No. (Area Code)		