

Progress, Inc.
Vehicle Accident Check List

If you are involved in an accident during your regularly scheduled working hours this check list may come in handy to remind you of what to do as well as information to gather.

1. Never leave clients alone!
2. Check for injuries – call ambulance, if necessary.
3. Call the police.
4. Call your supervisor.
5. Collect information:

Date: _____ Time: _____ AM/PM

Get an accident report from the police. _____

Get information from the other driver:

Name: _____ Home phone: _____
Address: _____ Work phone: _____

Make/Model & color of vehicle: _____

License number: _____

Insurance Company: _____
Address: _____ Phone: _____
_____ Local Agent: _____

Witnesses, if any:

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____