

PRELIMINARY TRAFFIC ACCIDENT REPORT

Date: _____ Time: _____ (A.M. / P.M.) _____

City: _____ State: _____ Street name/location: _____

Damage to Vehicle or Property of Others (fill in information on other driver/vehicle)

Make of vehicle: _____ Model: _____ Driver's license number: _____

Insurance company: _____

Insurance agent: _____ Company or agent phone number: _____

Name of driver: _____ Phone number: _____

Address of driver: _____

List damage visible to vehicle or property: _____

Damage to Your Vehicle or Property (fill in information on your vehicle and driver)

Make of vehicle: _____ Model: _____ Driver's license number: _____

Insurance company: _____

Insurance agent: _____ Company or agent phone number: _____

Name of driver: _____ Phone number: _____

Address of driver: _____

List damage visible to vehicle or property: _____

Injured Person(s):

1. Name: _____ Phone number: _____

Address: _____

2. Name: _____ Phone number: _____

Address: _____

3. Name: _____ Phone number: _____

Address: _____

Witnesses:

1. Name: _____ Phone number: _____

Address: _____

2. Name: _____ Phone number: _____

Address: _____

3. Name: _____ Phone number: _____

Address: _____

ACCIDENT REPORT INFORMATION

(Place this and the Accident Report Form in every vehicle.)

In case of an accident, remember to do the following:

1. **Stop immediately to investigate.**
2. **Look for injured people. Do not move them unless they are in immediate and imminent danger.**
3. **Protect yourself, others, and property from additional injury or damage. If further hazard exists, remove the vehicle or other equipment from the right-of-way, if possible. If the vehicle cannot be moved, place emergency flags or flares near the accident scene.**
4. **Call police and emergency medical services if needed.**
5. **Locate witnesses and obtain their contact information.**
6. **Exchange contact and insurance information with other drivers.**
7. **Complete the attached Accident Report at the earliest opportunity.**
8. **Report the accident to a representative from your organization via telephone or in person.**
9. **Have someone contact your insurance agent to report the accident.**

IMPORTANT REMINDER: Never admit fault. Give information pertaining to the accident only to the police and your insurance or church representative.