



# VECTOR CONTROL JOINT POWERS AGENCY

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## VEHICLE ACCIDENT CHECKLIST

**Once you've stopped and secured the scene, including turning on your vehicle's hazard lights and using cones or warning triangles if available, please be sure to complete the following steps. Please remember to limit any discussions of the accident to the police or your supervisor and state only the facts.**

- Contact the police department to report the accident and obtain a police report if the accident involves a second vehicle or person.
- Contact an ambulance if it appears there are any injuries.
- Gather the names of any witnesses and input their contact information on the Vehicle Accident Report Form.
- Exchange information with any other party(ies) involved in the accident. Be sure to obtain:
  - The name of their insurance company;
  - Their policy number;
  - The name of the registered owner.

If possible, take a picture of their insurance card.

- Provide any other party(ies) involved in the accident with the District's business card and VCJPA's contact information.
- Take pictures of any other vehicle(s) involved in the accident from various angles. Include: 1) any damages that occurred during this accident, 2) prior damage if any, and 3) undamaged portions of the vehicle. Pay particular attention to capture the extent of the damage.
- Take pictures of the district's vehicle damage.
- Take pictures of the surrounding accident area and include other property damage caused by the accident or skid marks. Try to also capture the weather and lighting conditions at the time of the accident.
- Report the accident to your supervisor immediately. Fill out as much information as possible on the Vehicle Accident Report Form and give the form to your supervisor.