



Driver Accident Checklist

Remain calm and turn on your vehicle's hazard lights. If you or anyone else is badly injured, call **911 immediately**.

Reminder: Do not discuss who is at fault.

Note: If the accident is serious, call the police. If not serious, there is no need to call.

Gather the other driver's (3rd party) information:

- o Name
- o Address (Not based on driver's license, write it down)
- o Phone Number (Very Important)
- o Other passenger information (If any)

Take CLEAR pictures (Important: Double check pictures after taking them)

- o All vehicles involved, from all angles
- o Copy of other driver's insurance
- o Other party's vehicle's VIN #(VIN# is usually located on the lower portion of the windshield, driver's side)
- o Other party's driver's license
- o Other party's vehicle registration

Important: Please take note of the major cross streets on which accident occurred.

Gather witness information if possible:

- o Name(s)
- o Phone Number(s)
- o Look for and take note of any cameras in the area

Additionally:

- o If the vehicle cannot move/start and needs a tow, contact Jerrod at (951)396-2020 X1188.
- o If the police are involved, they will usually contact a tow company for you right away.
- o Complete the "Injury, Accident or Incident Report." This is located in the clear vehicle packet in the glove box of your truck/van, **ASAP**.
- o Email Jerrod Harman (i.harman@2020ph.com) and or Viviana Perez (v.perez@2020ph.com) any pictures and brief explanation as to what happened. Cc your supervisor and GM.