

IN CASE OF AN ACCIDENT...

Follow these directions.

1 AID THE INJURED

Do not move injured individuals unless absolutely necessary! Warn other drivers.

2 CALL THE POLICE

Give the exact location and advise if medical is needed. Write down the names and badge numbers of police officers who assist you. Are they state or local police?

Name of Officer

Badge No. Dept.

Traffic Violation By Whom

3 RECORD FACTS ABOUT YOUR VEHICLE

Complete all information concerning your vehicle.

Driver's Name Age

Address Phone

Owner of Vehicle

Address Phone

Make & Year of Vehicle Vehicle License No.

Where Damaged Amount

What specific duties were being performed?

4 OBTAIN FACTS ABOUT OTHER VEHICLES

It is important to get the name, address, vehicle registration, and driver's license number of other driver(s) involved.

Name Phone

Address City Zip

Owner of Vehicle

Address Phone

Make & Year of Vehicle Tag No.

Dr. Lic. Ins. Co.

Where Damaged Amount

5 OBTAIN FACTS ABOUT INJURED PERSON(S)

It is very important to obtain name, age, address, and nature of injury of anyone injured.

Name Age

Address Phone

Injured was:
In my vehicle In other vehicle Pedestrian

Nature of injury

Name Age

Address Phone

Injured was:
In my vehicle In other vehicle Pedestrian

Nature of injury

6 RECORD FACTS ABOUT OTHER PROPERTY DAMAGE (Non-Vehicular)

Complete all information concerning damage to other property.

Owner Phone

Address

Object Damaged

Nature of Damage

7 GET WITNESSES

Get the names, address and phone numbers of all available witnesses to the accident.

Name Phone

Address

Name Phone

Address

Name Phone

Address

**CALL YOUR INSURANCE
VENDOR AND/OR
EMPLOYER**

DON'T COMMENT

Do not make any statement concerning the assumption of liability. Give out only that information required by authorities.

10 DESCRIBE THE ACCIDENT!

Date _____ Time _____

Location (Give Street or Highway & County) _____

Facts: _____

Diagram Accident:

**NOTES AND
OTHER INFORMATION:**



**A GUIDE TO
WHAT TO DO**

This glove compartment guide is provided by the Montana Office of Public Instruction to help you in case of an accident. We hope you do not have to use it, but if you do, follow the numbered steps. Read all directions carefully and complete all information to the best of your ability.