

**In the Event of an Accident Follow the Checklist Below.**

- Stop and set warning devices.
- Call for Police, Ambulance, and/or Fire assistance if needed.
- Protect your vehicle from further damage.
- Do NOT move your vehicle until the police arrive.
- Contact your supervisor as soon as possible.
- Discuss accident only with police.
- Don't volunteer information to others or admit responsibility for the accident.
- Obtain names and addresses of witnesses.
- Comply with any required drug and alcohol test.
- If you strike an unattended vehicle and the owner cannot be located you must place Town/Dept. name and address securely on vehicle.
- Take photos of the damage and the accident scene, if it can be done safely.
- Complete and return this kit to your supervisor.**

**Vehicle # 2 Info**

Driver Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
License #/State \_\_\_\_\_  
Personal/Commercial Vehicle \_\_\_\_\_  
Make/Model \_\_\_\_\_  
Year \_\_\_\_\_ Plate # \_\_\_\_\_  
Insurance Co. \_\_\_\_\_  
Vehicle Reg. # \_\_\_\_\_

**Vehicle # 3 Info**

Driver Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
License #/State \_\_\_\_\_  
Personal/Commercial Vehicle \_\_\_\_\_  
Make/Model \_\_\_\_\_  
Year \_\_\_\_\_ Plate # \_\_\_\_\_  
Insurance Co. \_\_\_\_\_  
Vehicle Reg. # \_\_\_\_\_

**Witnesses**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_



# Vehicle Accident Kit

A Guide for MIIA Members

Complete this entire form at the accident scene and return to your supervisor.

