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

Oriver Name	
Address	
Phone	
icense #/State	
Personal/Commercial Vehicle	
/lake/Model	
/earPlate #	
nsurance Co	
/ehicle Reg. #	
Vehicle # 3 Info	
Oriver Name	
Phone	
icense #/State	
Personal/Commercial Vehicle	
//ake/Model	
/earPlate #	
nsurance Co.	
/ehicle Reg. #	
Witnesses	
lame	
address	
Phone	
lame	
Address	
Phone	



Vehicle Accident Kit A Guide for MIIA Members

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

Massachusetts Interlocal Insurance Association

An Interlocal Service of the Massachusetts Municipal Association
One Winthrop Square, Boston, MA 02110
617-426-7272 • 800-882-1498 • www.emiia.org

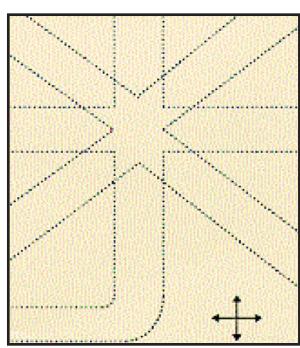
Accident Data

Driver Name
Date Time
Department
Location
(Town/city)
Roadway(Street, intersection)
Landmark:(Bridge, restaurant, etc.)
Describe weather conditions
Persons Injured
Was anyone taken away from the scene for
treatment? If so who & where?
Name of Police Officer who responded
Department/Badge #
Was a citation issued?

Sketch Accident

Use the outline below to sketch the scene of your accident.

- 1. Number each vehicle and show direction of travel by arrow.
- 2. Use a solid line and arrow to show path before accident; use a dotted line to show path after accident
- 3. Show location of landmarks by name or number, then reference below in the description.



Describe s	cene:	 	

Vehicle Information

Make/Model
Registration #
Vehicle #
Plate #
Was vehicle damaged in the accident?
If so describe damage:
Were you wearing your safety belt at the time of
the accident?
Accident Description
Explain in your own words what happened.