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There are 4 arrow keys where the red arrow is pointing on the tool bar. Go to the far right one and it will take you to the last page in the handbook.

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**This is your instruction sheet.  
Print it out first before you  
edit or print the handbook!**

By now you have noticed that your mouse pointer is a little hand. The little hand automatically turns into an editing cursor and allows you to type in the necessary information into the data fields. Hit your tab key to move from one field to another. When you are done entering your information, move your mouse to the far-left arrow key on the tool bar and click it.

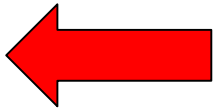
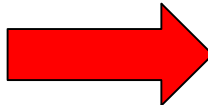
That will bring you back to this page.

To print the handbook, make sure you have 20 sheets of paper in your printer and that it is turned on. Move your mouse to the left side of the tool bar until you see the printer icon, click it and this document will print on your printer.

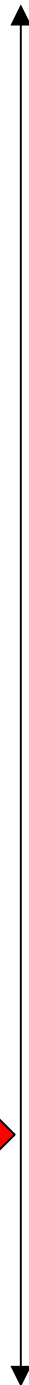
Or, go to the menu bar and click on file and scroll down to the print command and click it and the document will print on your printer. The handbook prints in landscape mode, so don't be alarmed. We've done this so the handbook fits into most vehicle glove boxes.

By now you've noticed that the printing stops at about 5 3/4" out this way > on each sheet of paper. Notice the line running vertically over here >

This is our cut line. We want you to take a pair of scissors and cut each page this width.



Along this edge is where the staples go to bind the handbook. Once you've finished cutting and stapling the pages together, you're done.





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# Accident Scene Report Booklet

## INTRO

### Before Your Traffic Accident

1. Go out and buy yourself a 36 exposure disposable camera with flash and place it in the glove box of your car. If you have more than one car, buy a camera for each car that you own/drive.
2. Read this booklet from cover to cover. When finished, give it to each licensed driver in your family to read. Place a copy of this handbook in each car glove box that you own/drive.
3. Be careful on the roadways. Observe all street and road signs. Obey the speed limits. In general, obey the law that governs you in your state while on the roadways.

### Driving Defensively

The best way to drive defensively is not to have any distraction inside your vehicle while you are driving. By this we mean:

- **Makeup**, put it on at home,
- **Reading**, do it at home
- **Children**, install a second mirror to avoid turning your head away from the road while driving. You can talk to your children without having to turn your head and eyes away from the roadway.
- **Cell Phones**, have you noticed how many people can't talk and drive at the same time. Avoid use if you can

- **Clear Your Mind**, you don't need to have any distractions such as; an argument with you spouse, co-worker, boss, client or friend.
- **Time**; leave yourself enough time to get to where you want to go without speeding.
- **Speed Kills**, driving fast is only going to get you in trouble with the law or worse yet, get you into a traffic accident.
- **Weather Kills**, when the weather is bad slow down. Observe all roadway signs and drive the speed limit.
- **Intersections Kill**, all of them, so be careful and drive defensively.

### **After the Traffic Accident**

Determine the seriousness of your traffic accident. This should only take you a second or two to figure out. Immediately check for injuries to yourself and anyone else in your vehicle. If anyone is seriously injured call 911 and request help. If you don't own a mobile phone, flag down any passing motorist and ask them to call for help. All 911 operators in this country are trained to give you verbal assistance in providing first aid in a life-threatening situation. If no one in **your** vehicle is seriously injured, as soon as you can, go see if anyone in the other vehicle was injured. If anyone is seriously injured call 911.

### **Lending First Aid**

You have some tough choices to make here, there are no laws in this country that make you lend medical assistance to someone who is injured as a result of a traffic accident.

**When in doubt, call 911...**

It is our hope that you never experience a life threatening traffic accident. When two or more vehicles crash into one another usually someone inside the vehicles gets hurt, some, more than others. So what do you do?

You do what your heart tells you to do. However, any lawyer will tell you not to touch anyone outside your family when it comes to these situations. Why, because of your liability. More than one Good Samaritan has been sued as a result of lending medical assistance. Those cases are rare and really only **you** know what your capable of doing given the situation. The decision to lend assistance is your choice.

## **OK, I'm Not Hurt Badly, What Do I Do Next?**

**The following steps assume that you are capable of walking and talking after your traffic accident.**

### **Step 1**

**Start taking pictures now**, before any vehicle is moved out of the roadway. This should only take a minute or two to do!

- **Pictures of the damage to your vehicle all angles**
- **Pictures of the damage to the other vehicle all angles**
- **Pictures of the roadway / intersection / road signs**
- **Pictures of any one who claims they were injured**
- **In general take a picture of the accident scene and surrounding area**

### **Step 2**

**Look for people who were witness to your accident.**

In most cases these people will come to you and say, “ hey I saw the accident, I’ll be a witness for you”. Other times you’ll have to ask around at the scene of the accident. Use this handbook to place their names and contact info in.  
(See pg. 15)

### **Step 3**

**Exchanging the necessary information**

You have a tear out sheet in this booklet that contains all of your information that you must exchange with the other driver. (See page 19)

#### **Step 4**

##### **Move your vehicle if it is driveable.**

You have the pictures of the scene and the placement of all the vehicles in question. So it is safe for you to move your vehicle now. If your vehicle is going nowhere, call a friend to pick you up!

#### **Step 5**

##### **The Police or Highway Patrol; should you call them?**

The law requires you to call the police if the accident damages to both car and driver exceeds \$500 in damages. OK what does that mean to you, simply this, if you were traveling at a speed of more than 5 miles per hour when the accident occurred, call the police. The damages to your vehicle alone will exceed \$500.

#### **Step 6**

##### **The Police Interview And What to Tell Them?**

You are going to be in a state of shock when you tell the officer your side of the accident. I don't care who you are you will be a little dazed and confused. Refer to your accident scene report form. It has your notes in it that you wrote down just a few minutes ago. If you suspect the other person was drinking or on drugs, report it to the officer. Do not make up anything do not stretch the truth.

##### **Do not admit fault, even if it was your fault!**

Let your attorney handle any fault claims. If the police think you were at fault they will write this down in their report. If the police

suspect you were negligent they may or may not issue you a ticket. This varies from state to state and city to city. A ticket may not be issued even if it is clear who was at fault. If the police didn't witness the accident first hand, it is hard for them to assess fault. The officer will ask, if you are hurt and if you need medical assistance. This is strictly your call. If you don't need medical assistance say so, but, note to the officer **all** of your bumps aches and pains for his report. You may not be feeling the full impact of this accident right now, because your body is running on adrenaline. If you received medical attention at the scene, it will be a matter of record. This is not the time to be macho or brave. If you're hurt even just a little, say so now!

### **Step 7**

#### **Taking Care of Your Vehicle and Getting Home**

If your vehicle is driveable, then drive it home. If your vehicle is not driveable, the police will call for a tow truck. If you are hurt seriously your car will be towed away and noted on the police report. If you are not seriously hurt, you will be asked where you want your vehicle towed. You can have it towed to a repair shop near your home, believe it or not, the driver knows where that is. Before your vehicle gets towed away, gather up all of your personal belongings and take them with you. Call a friend to come get you. If no friends are around to pick you up, the police will arrange for transportation for you. If your accident happens out of state, again the police will help in arranging a ride to a hotel / motel or to the police station. Your first call should be to your insurance agent and your second call to your family. Your insurance agent will be very helpful here in arranging for transportation and accommodations.

### **Step 8**

#### **What Do I Do Now?**

Call your insurance agent to report the accident. Give them all the details that you have written down in this booklet. Call your employer and let them know that you were involved in a traffic

accident. Now you should rests. No matter how slight the accident was, you are still in a state of shock. Take care of yourself and your family. We would suggest to you not to consume any alcohol for the next 24 hours. This is a precautionary suggestion for your well being. Should any aches and pain become to great for you or a family member to bear, go see a doctor immediately! Do not put this off; your injuries could be serious. At this moment you really have no idea how badly you are injured! Remember you and you alone are responsible for your physical and mental well being. Do not wait any longer than 5 days from your accident to see a doctor. If you do, this time lapse can come back to haunt you later on during your settlement phase.

### **Insider Trade Secrets**

- **Taking pictures of the accident scene and the people involved right after your traffic accident is one of the most powerful tools you have to help settle your case.**
- **Keeping a daily diary, telling yourself how you feel from day to day until your case settles and taking pictures of your injuries for as long as you are injured, are two of the best kept secrets involving traffic accidents and settlements.**

#### **Keep A Daily Diary**

This is one of the most important steps you must take. You must start a daily diary the day of your traffic accident. If anyone in the family was hurt have them start a daily diary too. Your diary will consist of pictures and words. If you have a computer, make a diary file and keep your thoughts there. If you don't have a computer, go out and buy a spiral folder or

legal pad to keep your diary on. Keeping a daily diary is a very important piece of information you will use to show just cause for your settlement demands. Remember it all comes down to a sum of money in the end. Taking pictures of the accident scene, keeping a daily diary, and documenting your injuries with pictures are the secrets to a higher settlement reward. Each entry should be at least two full lines of text.

**Example:** Monday 11/19/1999, woke feeling sore the pain in my leg is still there, the bruises on my back are all still there, still have limited movement range in my neck, my right wrist still hurts. Missed my daughters play at school, and my son's ball game. Slept only 6 hours last night feel tired...

### **Think With Words**

Each day you must make an entry in your diary as to how you feel. What you can and can't do. Where you hurt and how the pain feels to you. If you missed any work, any events, any hobbies, lovemaking what ever you missed, note it in your daily diary. Make notes on your mental well being, are you angry, argumentative, withdrawn, quiet, whatever note it here. You will go through many mood swings. It's natural for this to happen, still, note it in your diary daily.

### **Pictures**

Pictures tell a story all there own. It's been said that a picture is worth a 1000 words. Pictures of course are only useful if there is something to see. Pictures won't do you any good if you are suffering from whiplash or some other soft tissue injury. Why, because there's nothing to see. Now on the other hand, a broken bone, stitches, scars, bruises, black eyes, missing

teeth, wired jaw, pictures of you in the hospital bed with tubes sticking out are the images that demonstrate quite clearly your pain and suffering and mental anguish. These pictures, as hard as they are to take, are in fact the only way to show an insurance claims rep, attorney, or a jury of 12 just how seriously you were injured. If you were hurt seriously it may take up to 2 years before you start the process of settling your medical claims. By this time your body will have healed, covering up all of the injuries you sustained. These pictures and your diary won't let anyone forget how seriously you were injured.

### **Overview**

Taking pictures and keeping a diary will document your pain beyond a reasonable doubt. Keeping a daily diary with pictures is the only way you have to document your claims. This may sound a little weird to you now, but I assure you this; documentation is very important to your case. There is no set timetable for your injuries to heal. Your injuries can take anywhere from a few weeks to heal to several months or even years to heal. Time, as you know, has a way of working against you. Can you tell me how you felt 6 months ago on a Monday? Not likely. Can you tell me about the pain you felt in your arm 1 year ago? Not likely. If you kept a daily diary you would be able to tell anyone how you felt 6 months ago or even a year ago because you kept a daily diary with words and pictures.

If you have to go to court to settle your case, this documentation of your pain and suffering will show a jury of your peers just how much you suffered as a result of this traffic accident. Without this documentation, I assure you, your settlement offer will not meet your expectation.

Being involved in a traffic accident is not a simple process. It has, if you will, a life of it's own. A traffic accident without any

reported injures can take up to six weeks to resolve and most of this time is spent dickering with insurance adjusters and body shops.

A traffic accident with minor injures will take no less than 3-6 months to be resolved.

A traffic accident with major injures can take up to several years to be resolved

That's why you must follow these instructions. Your pictures and words are your documentation of your pain and suffering that this accident caused you to have.

When it comes time to settle your case these pictures and your words in your daily diary are worth \$1000's of dollars to your settlement. Without them you have no documentation to back up your claims.

If you hire an attorney to handle your case, he or she will find the information you have collected with the help of this Handbook in valuable.

## Accident Scene Report Form

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Day \_\_:\_\_PM\_\_AM\_\_\_\_\_

Weather Conditions Sunny Night Stormy

RoadWay Conditions Dry Wet Icy

Accident Location \_\_\_\_\_

\_\_\_\_\_

**Driver License Information**

Drivers First Name \_\_\_\_\_

Drivers Last Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City & State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

Driver License # \_\_\_\_\_

State \_\_\_\_ Driver License Expiration Date \_\_/\_\_/\_\_

Class \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex **F / M**

Any restrictions such as eyeglasses? Y / N

Do they have them on now? Y / N

Can you smell alcohol on their breath? Y / N

If yes, report your thoughts to the investigating officer.

**Tell Me About Their Vehicle**

What type of vehicle were they driving? Write down the Make Model and Year

---

License Plate Number and State \_\_\_\_\_

State Inspection Sticker Expiration Date \_\_\_\_\_

Are they driving a company vehicle? If so write it down here!

Company Name \_\_\_\_\_

Company Telephone # \_\_\_\_\_

### **Their Insurance Information**

Insurance Carrier Name \_\_\_\_\_

Agent or Producer Name \_\_\_\_\_

Phone # \_\_\_\_\_

Policy # \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Insured Drivers Name if Different From Driver of Vehicle

---

Address \_\_\_\_\_

City & State \_\_\_\_\_

Zip Code \_\_\_\_\_

### **Witness List beginning with your Vehicle**

Name \_\_\_\_\_

Address \_\_\_\_\_

City & State & Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone # \_\_\_\_\_

### **Witness List**

**People who saw the accident who weren't in your  
vehicle**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone # \_\_\_\_\_

### **Investigating Officer**

Name \_\_\_\_\_

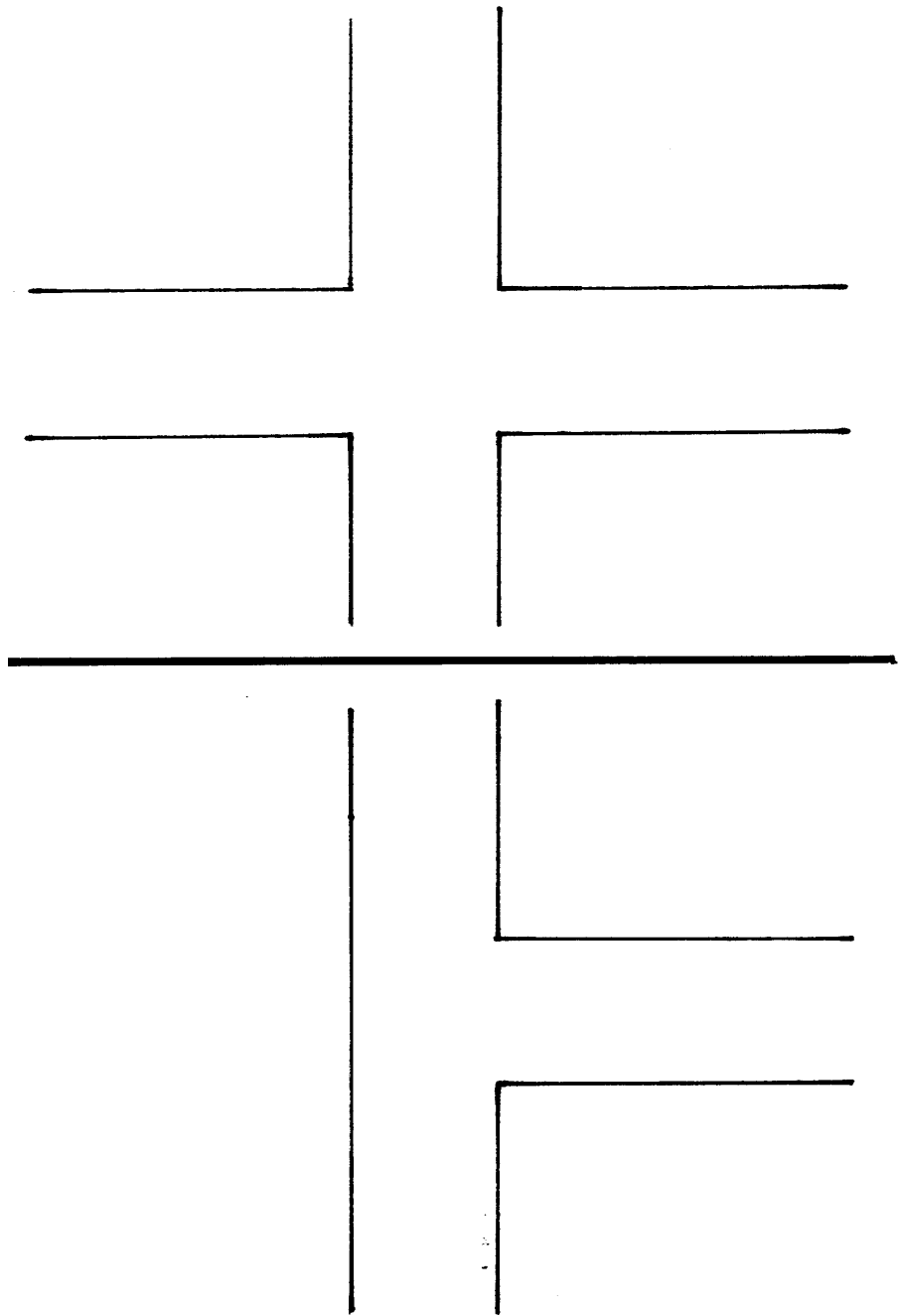
Badge # \_\_\_\_\_

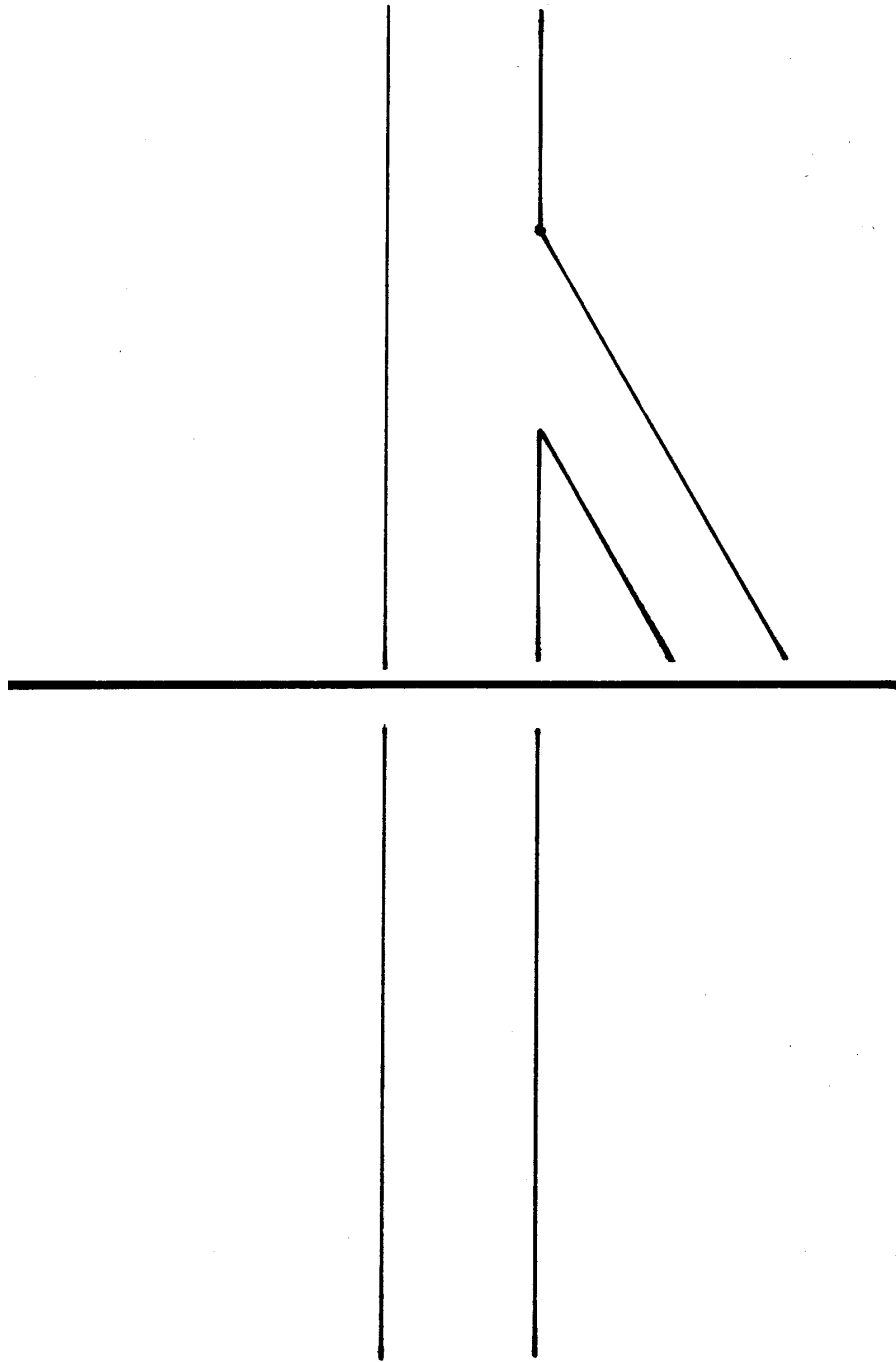
City & State \_\_\_\_\_

Did the investigating officer take any photos of the accident scene? Y / N

## Accident Scene Diagram Pages

- Choose one of the four diagrams that best depicts the roadway the traffic accident took place on
- Place your vehicle on that diagram
- Place the vehicle that you had the accident with on the diagram
- Place any traffic lights or road signs on the diagram
- Place any other vehicles on the diagram as you remember
- If none of the drawings match your roadway, use the back of this page to draw your diagram





**Information Exchange Sheet**

**Your Drivers License Information****Full Name:** \_\_\_\_\_**Address:** \_\_\_\_\_**Driver License #** \_\_\_\_\_**Class of License:** \_\_\_\_\_**License Expiration Date:** \_\_\_\_\_**Date of Birth:** \_\_\_\_\_**Any Restrictions?** \_\_\_\_\_***Your Insurance Information*****Insurance Company:** \_\_\_\_\_**Agents' Name:** \_\_\_\_\_**Agents' Phone #:** \_\_\_\_\_**Policy #:** \_\_\_\_\_**Insured Driver:** \_\_\_\_\_**Insured Drivers Address:** \_\_\_\_\_**If Different from above address:** \_\_\_\_\_**Policy Expiration Date:** \_\_\_\_\_**Vehicle Make:** \_\_\_\_\_**Vehicle Model:** \_\_\_\_\_**Vehicle Year:** \_\_\_\_\_**Vehicle Identification Number:** \_\_\_\_\_