



## **CITY OF COMMERCE AUTO ACCIDENT CHECKLIST**

**(FOLLOW CHECKLIST IN THE EVENT OF AN ACCIDENT)**

- 1. STOP AND INVESTIGATE IMMEDIATELY;**
- 2. SET OUT WARNING DEVICES OR ACTIVATE HAZARD LIGHTS;**
- 3. RENDER REASONABLE ASSISTANCE TO INJURED PERSONS;  
DO NOT MOVE IF LIKELY TO CAUSE FURTHER INJURY.**
- 4. NOTIFY YOUR IMMEDIATE SUPERVISOR, OR FOLLOW THE  
CHAIN OF COMMAND IF AN IMMEDIATE SUPERVISOR IS  
UNAVAILABLE, DISPATCHER AND POLICE IMMEDIATELY;**
- 5. EXCHANGE INFORMATION: GIVE YOUR NAME, ADDRESS,  
CITY'S NAME AND ADDRESS; VEHICLE NUMBER AND VEHICLE  
REGISTRATION. TAKE A PICTURE OR WRITE DOWN THE  
OTHER DRIVER(S) LICENSE NUMBER, ADDRESS, AND PROOF  
OF INSURANCE, VEHICLE LICENSE PLATE NUMBER AND  
VEHICLE REGISTRATION. **ADDITIONALLY, TAKE PHOTOS OF  
ANY DAMAGE THAT WAS CAUSED DUE TO THE ACCIDENT.****
- 6. SECURE NAMES AND ADDRESSES OF WITNESSES OR FIRST  
PERSONS AT THE SCENE;**
- 7. DO NOT MAKE A STATEMENT OR COMMENT OF ANY KIND TO  
ANYONE OTHER THAN A CITY REPRESENTATIVE AND/OR  
POLICE; AND**
- 8. THOROUGHLY COMPLETE THE ACCIDENT REPORT AND  
SUBMIT TO THE TRANSPORTATION DEPARTMENT WITHIN 24  
BUSINESS HOURS OF THE ACCIDENT.**