

# PHOTO TIPS

## Vital Accident Information

- ▶ Call the police immediately.
- ▶ Only discuss accident details with police, your employer, or a West Bend representative.
- ▶ Don't admit fault. You may be entirely blameless.
- ▶ If you can, get:
  - identification information from everyone involved, including drivers and passengers;
  - insurance information from owners of the other vehicles, including drivers and passengers; and
  - make, model, and license number of all vehicles involved.
- ▶ Take photos of the accident scene and damage before vehicles are moved/towed.
- ▶ Contact your employer or West Bend's **DirectConnect** to report the accident as soon as reasonably possible.

## What photos should you take if you've had an accident?

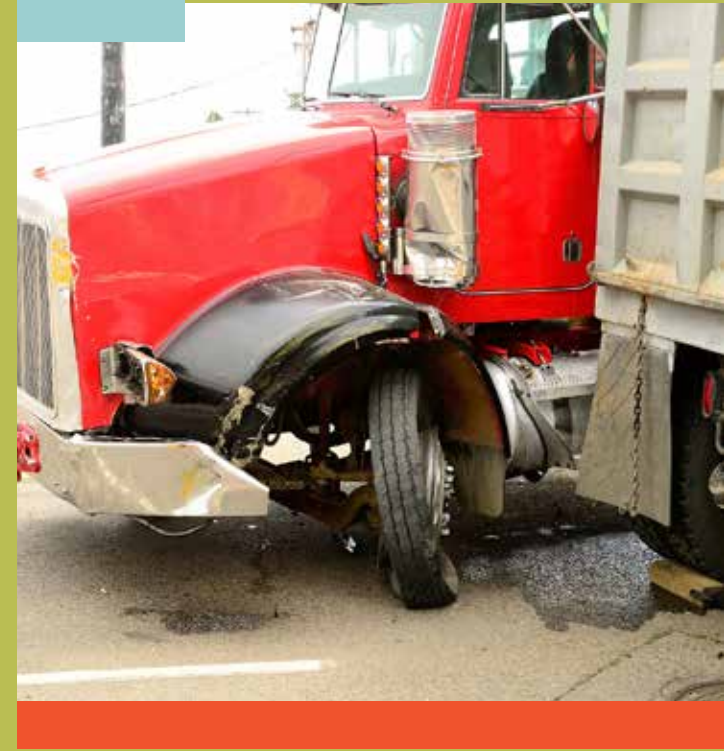
**The most important thing after an accident is to get help for yourself and for anyone else who may be injured.** Remember, take photos only if you're able to do so safely.

Taking photos of the damage and the scene isn't likely to be an immediate priority. Photos can, however, provide useful information and are a great way to preserve evidence. Since most of us carry smart phones, cameras are easily accessible.

**Before you take any photos, you must be sure you can do so safely.** If there are no injuries and you feel you can safely exit your vehicle to take photos without putting yourself or others in harm's way, here are photos we recommend:

- ▶ Exterior damage to your vehicle. Include shots of each of the four corners so the claim rep can see two sides of the car at once.
- ▶ Exterior damage to any other vehicles involved in the accident.
- ▶ License plates of all vehicles involved.
- ▶ The positions of the vehicles at the crash scene, including street signs, mile markers, or other permanent landmarks that will help identify the exact location of the accident.
- ▶ Vehicle parts, shattered glass, or other debris that may have fallen onto the road.

# Accident Reporting Kit



**DirectConnect**<sup>®</sup>  
24 HOUR CLAIM SERVICE

TOLL FREE 1-877-WBCLAIM  
(1-877-922-5246)



## Insured Vehicle

If you're involved in an accident with a company vehicle, please use this brochure to collect as much information as you reasonably can at the scene. Once you've done so, contact a West Bend claim representative at (877) 922-5246. After you return to work, review this information with the company contact as soon as possible:

Business/Company Name \_\_\_\_\_  
Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Location of Accident \_\_\_\_\_  
City/State \_\_\_\_\_  
Date of Accident \_\_\_\_\_  
Time \_\_\_\_\_  a.m.  p.m.  
Driver's Name \_\_\_\_\_  
Driver's Phone \_\_\_\_\_  
Year of Vehicle \_\_\_\_\_ Make \_\_\_\_\_  
Model \_\_\_\_\_ Last 4 VIN # \_\_\_\_\_  
Describe Damages \_\_\_\_\_  
\_\_\_\_\_

Vehicle driveable?  Yes  No Towed?  Yes  No  
Did vehicle roll over?  Yes  No  
Did air bags deploy?  Yes  No  
Where can vehicle be seen? \_\_\_\_\_  
Injured?  No  Yes, Describe injuries \_\_\_\_\_  
\_\_\_\_\_

## Accident Information

Describe what happened \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Police Department name \_\_\_\_\_  
Report # \_\_\_\_\_  
Any citations issued?  Yes  No  
To whom? \_\_\_\_\_  
List violation \_\_\_\_\_

## Other Vehicle

Vehicle Owner \_\_\_\_\_  
Vehicle Owner's Phone \_\_\_\_\_  
Year of Vehicle \_\_\_\_\_ Make \_\_\_\_\_  
Model \_\_\_\_\_ Last 4 VIN # \_\_\_\_\_  
License Plate # \_\_\_\_\_  
Owner's Insurance \_\_\_\_\_  
Owner's Policy Number \_\_\_\_\_  
Describe damages \_\_\_\_\_  
Vehicle driveable?  Yes  No Towed?  Yes  No  
Did vehicle roll over?  Yes  No  
Did air bags deploy?  Yes  No  
Where can vehicle be seen? \_\_\_\_\_

Driver's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
How many people in vehicle? \_\_\_\_\_  
Injured?  No  Yes, Describe injuries \_\_\_\_\_  
\_\_\_\_\_  
Hospital/Clinic \_\_\_\_\_  
(If additional vehicles were involved, please document this same info on another sheet of paper.)

## Property Damaged— Other than Vehicles (if applicable)

Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Describe property & damages \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Location of property \_\_\_\_\_  
\_\_\_\_\_

## Other Persons Involved

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Located in  Your vehicle  Other vehicle  N/A  
Involved as  Passenger  Pedestrian  Witness  
Injured?  No  Yes, describe injuries \_\_\_\_\_  
\_\_\_\_\_  
Hospital/Clinic \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Located in  Your vehicle  Other vehicle  N/A  
Involved as  Passenger  Pedestrian  Witness  
Injured?  No  Yes, describe injuries \_\_\_\_\_  
\_\_\_\_\_  
Hospital/Clinic \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Located in  Your vehicle  Other vehicle  N/A  
Involved as  Passenger  Pedestrian  Witness  
Injured?  No  Yes, describe injuries \_\_\_\_\_  
\_\_\_\_\_  
Hospital/Clinic \_\_\_\_\_