

## MOTOR VEHICLE ACCIDENT GLOVE BOX GUIDE

The following driver procedure should be kept in the glove box of your vehicle.

### AT THE SCENE OF THE ACCIDENT:

1. **DO NOT ADMIT LIABILITY**
2. Comply with Police reporting requirements if the Police are called to the accident. If Police are not called to the accident, please make a report to the Police as soon as possible after the accident.
3. If another vehicle is involved, obtain:
  - a. The owner's name, address and telephone number.
  - b. The driver's name and address and telephone number, as well as the driver's licence number (if different to the owner).
  - c. The name of the owner's insurance company.
  - d. The make, model, type (eg sedan, panel van, truck etc), and registration number of the vehicle.
  - e. The name and address and contact number of any witnesses.
4. Record the date, time and location of the collision and any other information you think might be relevant to the incident.

**Notify our office as soon as possible after the accident.** We can be contacted at the time of the accident (if during business hours) if you need assistance. Our number is **02 9894 9155**.