

Witnesses

1. Name _____
Address _____

Phone no. (home) _____
(mobile) _____

2. Name _____
Address _____

Phone no. (home) _____
(mobile) _____
What was said by witnesses _____

Persons Injured

1. Name _____
Address _____

Phone no. (home) _____
(mobile) _____

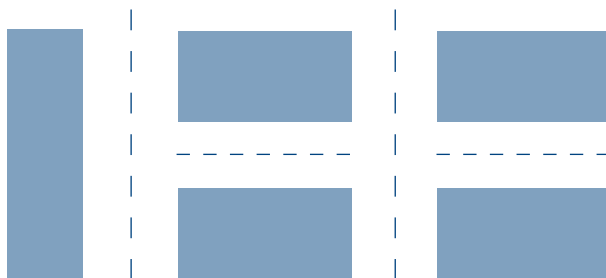
2. Name _____
Address _____

Phone no. (home) _____
(mobile) _____

Diagram of accident (name streets)

Traffic Controls: Tick and indicate where appropriate

Traffic Lights Stop Sign Give Way Sign Other.....



Symbols: Persons Your Vehicle Other Vehicle

Indicate direction of travel with arrow symbol. Use the roads in the diagram that closely match your collision site

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After crash guide
Keep this in your vehicle



We at Donnellys understand how unpleasant and sometimes traumatic it is to be involved in a motor accident.

This guide will assist you to minimise the inconvenience involved with an accident.

1 Stop at once. Activate Emergency Hazard Lights

Protect any injured persons and call **000** for Ambulance services or if the Police are required, call 131 444. These are free calls and no coins are needed.

2 Prevent further accidents

Ask bystanders to warn approaching traffic. Where possible, clear the roadway of people and vehicles.

3 Arrange a tow truck if necessary

In the metropolitan area, it is necessary to call **8231 5555** to arrange a tow truck from the roster system. Your policy will cover the cost of towing to the nearest repairers premises.

4 Gather details

Gather all the details you can about the accident and follow the checklist in the Accident Report section. If the police attend, record the rank and badge number and station of the officer taking details. They will provide a Report Confirmation card to you.

5 Exchange details

Give your name, address and registration number when requested by anyone having reasonable grounds to do so. It is an offence to withhold this information.

6 Reporting the accident

It is not necessary to report an accident to the police when:

- no person or animal is injured or killed
- estimate of the combined property damage is \$1000 or less and,
- provided both parties exchanged details at the scene of the accident.

You must report the accident if:

- the collision involved a government vehicle,
- there is damage to fixed property such as signs or traffic controls.

If required, the accident must be reported to the Police as soon as practicable, and in any case within 24 hours.

7 Do not discuss the accident

Do not admit liability even if you think you are at fault and don't discuss the accident with anyone other than the Police or Donnellys/your insurance company.

8 Notify Donnellys of the accident

As soon as practicable, notify us of the accident details on **8236 7777** and we will give you every assistance possible.

LOGGING YOUR CAR CLAIM

COMPREHENSIVE INSURANCE

- Most insurance companies have introduced a claims lodgement system which allows you to report the accident details over the phone to their Tele-claims Centre to speed up the repair process.
- Use this After Crash Guide to record all the details of the accident, as well as the other driver and witness details to assist lodging your claim.
- Contact Donnellys as soon as possible after the accident for guidance about lodging your claim and getting repair quotations.
- Alternatively if you need after hours assistance refer to your current Donnellys insurance certificate for details of your insurer's Tele-claims centre contact number.
- Do not authorise repairs other than those necessary to secure your car or to enable you to drive it home after an accident – limit allowed is usually \$500 maximum.
- If you are required to pay an Excess towards the claims cost, you will be notified and usually this amount should be paid to the selected repairer on behalf of the insurer.

FIRE, THEFT & LIABILITY ONLY INSURANCE

- If your car is stolen, report the theft immediately to the Police and contact Donnellys for advice about possible rental car coverage.
- If your car is damaged as a result of Fire and someone else is responsible, report the incident to the Police and contact Donnellys for advice about car repairs or its replacement procedure.
- If you are to blame in an accident and you do not have full comprehensive coverage, report the accident to Donnellys immediately and forward any correspondence received holding you responsible so that your liability insurer can respond on your behalf.

DONNELLYS CLAIMS ADVICE HOTLINE
8236 7777

ACCIDENT REPORT FORM

Date		
Time	am/pm	
Place of accident		
Weather Conditions		
Traffic density		
Estimated speed of cars:	My car	
Other car(s)	1.	2.
	3.	4.

Other Vehicle

Registration No.		
Make	Model	
Year	Colour	
Drivers name		
Drivers Licence Number		
Address		
Phone no. (home)		
	(mobile)	
Motor vehicle insurance company (if known)		

Brief description of damage (mark on diagrams below)

