

Accident report form

Date Time

Place of accident

Weather conditions

Traffic density

Estimated speed of vehicle Other car

Witnesses

First Name Last Name

Address

Home phone Mobile phone

What was said by the witness

Persons Injured

First Name Last Name

Address

Home phone Mobile phone

Registration No.

Make Model

Year Colour

First Name Last Name

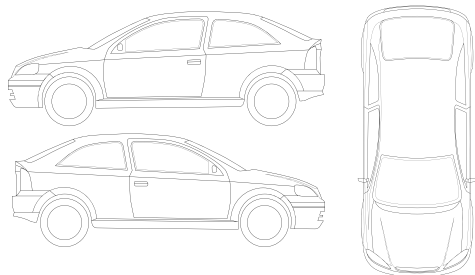
Drivers Licence

Address

Home phone Mobile phone

Motor vehicle insurance company (if known)

Brief description of damage (mark on diagrams below)



Gallagher

Insurance | Risk Management | Consulting

Contact us

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After crash guide
Keep this in your vehicle



Gallagher

Insurance | Risk Management | Consulting

About Gallagher

Gallagher is one of Australia's – and the world's – largest insurance broking and risk management companies. We're the broker of choice for more than 100,000 Australian businesses – from micro-SMEs through to multinational corporations and iconic brands.

With 25+ regional and metropolitan branches across Australia, we understand local business communities because we're part of them ourselves.

Globally, the Gallagher network of 850+ offices in 35 countries, enables us to leverage relationships with international insurance partners to create programs that achieve claims outcomes beyond the scope of many smaller brokers.

[At Gallagher, we understand how unpleasant and sometimes traumatic it can be to be involved in a motor accident.](#)

This guide is designed to help you stay safe in the aftermath of an accident.

1. Stop immediately. Activate Emergency Hazard Lights

Protect any injured persons and call **000** for ambulance services or if the police are required, call **13 14 44**. These calls can be made free of charge.

2. Prevent further accidents

Ask bystanders to warn approaching traffic. Where possible, clear the roadway of people and vehicles but remember not to put yourself or others in further danger.

3. Arrange a tow truck if necessary

In a metropolitan area, call **08 8231 5555** to arrange a tow truck from the roster system if it is necessary. 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 form including details of witnesses, any injuries and damage to your vehicle. If the police attend, record the rank, 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,
- 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 always 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 Gallagher.

8. Get in touch with Gallagher

As soon as it is safe to do so, notify us of the accident details on **08 8236 7777** and we will help take you through the next steps.



Lodging your claim

Comprehensive insurance

- Most insurance companies have introduced a claims lodgement system which allows you to report the accident details over the phone 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 Gallagher 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 Gallagher insurance certificate for details of your insurer's 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 cost of a claim, you will be notified. 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 Gallagher 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 Gallagher for advice about car repairs or replacement procedure.
- If you are to blame in an accident and you do not have full comprehensive coverage, report the accident to Gallagher immediately and forward any correspondence received so that your liability insurer can respond on your behalf.

Gallagher claims advice hotline

08 8236 7777

Out of hours claims support

1800 254 287