



## GREENE COUNTY HIGHWAY DEPARTMENT

### WHAT TO DO IN CASE OF AN ACCIDENT

1. Stay calm. Determine the extent of injuries or damage. If needed, obtain medical assistance.
2. Call 911 to file an accident report. Don't leave the scene unless your physical safety is at risk.
3. Call the Greene County Safety Officer.
4. Limit discussion of the accident. Talk only with the police and the Safety Officer. Do not admit fault at the scene.
5. Get the facts and essential details at the scene. Use the spaces on the other side to help you gather information.

#### Accident Information

Date and time:	
Location:	
Name of other driver:	
Phone (home/mobile/work):	
Address:	
City, State, Zip:	
License plate number/state:	
Driver's license number/state:	
Insurance Company:	
Policy number:	
Name of witness:	