



Glove Box Guide

What should you be doing after an accident?

Remember to keep this important information handy in your glove box.

1. After an accident

- Immediately turn off the vehicle and turn on the hazard lights (if possible).
- Check to see if anyone involved in the accident has been injured. If serious injuries have been sustained, or you have life threatening concerns, please immediately contact '000'.
- Where safe to do so, clear the road of any debris that may pose a hazard to traffic.
- Exchange contact details with any parties involved in the accident. It is recommended that you use this document to assist with this (see underside / below).

2. Contact the police

WA Police (Emergency) – 000

WA Police (Non-Emergency) – 131 444

- When injury or death to person(s) has occurred;
- When injury or death to animal(s) has occurred;
- Where damage to property has occurred;
- A person fails to stop after an accident, or refuses to provide contact information;
- You suspect a person to be under the influence of alcohol or drugs.

3. Document the scene

- If possible, take photographs of the scene, as well as any street signs;
- Alternatively, try draw the scene of the accident, using this document to assist.

4. Exchange contact details

- Retrieve contact information of the other parties involved in the accident, using this document to assist.
- **Do not** admit **any** liability, even if you think you are at fault.

6. Move the vehicle

If your vehicle is drivable:

- Take it to an accredited repairer and obtain a quotation for repairs. (Please note, some Insurers have preferred repairers – please call us on 08 9227 8233 to confirm), and/or;
- Contact our office on 08 9227 8233 to take care of the claim on your behalf.

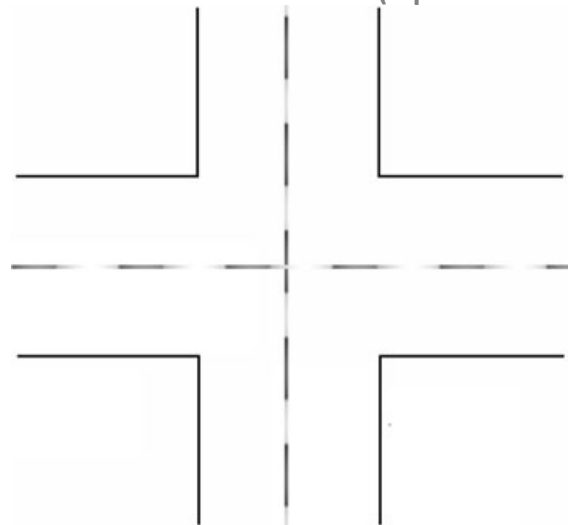
If your vehicle is **not** drivable:

- Arrange for the vehicle to be towed to the closest accredited repairer. (Please note, some Insurers have preferred repairers – please call us on 08 9227 8233 to confirm), and/or;
- Contact our office on 08 9227 8233 to take care of the claim on your behalf.

7. Notify us

- Contact our office on 08 9227 8233 to take care of the claim on your behalf.
- E-mail the completed guide (if applicable) to our office (lorettap@willistemby.com.au).

Draw the accident below (if possible):





Willis Temby
Insurance Brokers (WA) Pty Ltd

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Insurer:

Policy Number:

Details for your claim.

Insured

Owner of Vehicle: _____

Vehicle (Make/Model): _____

Registration: _____

Insurance

Type (please circle): **Comprehensive or Third Party**

Driver: _____

Licence Number: _____

Licence State of Issue: _____

Date of Birth: _____

Witness

Name: _____

Address: _____

Phone Number: _____

Police

Name: _____

Rank: _____

Station: _____

Phone Number: _____

Details for your claim.

Other Party

Owner of Vehicle: _____

Address: _____

Address (Line 2): _____

Phone Number: _____

Vehicle (Make/Model): _____

Registration: _____

Insurance

Type (please circle): **Comprehensive or Third Party**

Insurer / Broker: _____

Driver: _____

Licence Number: _____

Licence State of Issue: _____

Date of Birth: _____

Details of accident.

Date: _____

Time: _____

Street(s): _____

Suburb: _____

Weather Conditions: _____

Road Type (i.e. sealed): _____

Estimated Speed of
Both Vehicles (km/h): _____

Description of Damage
and Injuries: _____
