



## SHOWTIME CUSTOM COACH, INC.

32049 Encina Way  
P.O. Box 2409  
Running Springs, CA 92382

Phone: (909) 867-7025  
Email: [customerservice@showtimeautobody.com](mailto:customerservice@showtimeautobody.com)  
Website: [www.showtimeautobody.com](http://www.showtimeautobody.com)

# ACCIDENT CHECKLIST

## BEFORE AN ACCIDENT

- Have your **vehicle registration and insurance card information** readily available in your vehicle, either in your center console, glove box, or overhead compartment.
- Prepare or purchase a vehicle safety kit to have readily available in the event of an accident including safety cones, blankets, medical supplies, flashlights, water, etc.
- Know your shop of choice **BEFORE** you find yourself in need of collision repairs. If you get into an accident out of town and your vehicle is non-drivable, the best choice of a repair facility is a recommended shop by your insurance company; by choosing a DRP facility, your insurance will *guarantee* your repairs for as long as you own the vehicle, even if you require additional follow-up with your preferred shop closer to home.

## IMMEDIATELY FOLLOWING AN ACCIDENT

- Do not** leave the scene.
- If your vehicle is drivable, **move to a safe location** to avoid creating additional safety hazards or obstructing traffic.
- If your vehicle is *not* drivable, use safety cones, flares, or any other easily identified objects to **warn other drivers of the scene** to prevent any additional accidents.
- Assess *everyone* for injuries. **Call 911 immediately if medical assistance is requested** or suspected due to the severity of the damages.
- Follow any instructions any police officers give to you.
- Call your insurance company to file a claim and get assistance with setting up a tow, if required.
- Note the name and contact info of the towing company** who picks up your vehicle **and the location they will transport your vehicle to.**

## GATHERING INFORMATION

- Be helpful and polite*, but **do not admit fault.**
- Take the names of any involved individuals and insurance information** for the other involved driver(s.)
- Get the names and contact info for any witnesses** remaining on the scene.
- Give your name and insurance information to the other parties**, including police in order to file a report (Note: You do not have to provide any personal contact or address information to other involved parties as long as you provide current vehicle and insurance information).

## DOCUMENT THE SCENE/DAMAGES

With a smartphone or camera, **take photos of all of the following items (if possible):**

- Damage to your vehicle
- Damage to other vehicles
- License plates
- Property damage
- Objects at the scene - including debris
- Street signs
- Any other contributing factors to your accident

## AFTER AN ACCIDENT

- Obtain a copy of the police report**, if filed (Note: These typically take 7-10 business days to become available)
- Follow any guidance and instructions from your insurance agent and/or claims representative to begin the process of having your vehicle repaired.