**OpenRoad** 

# The OpenRoad Accident Checklist What to do if you're involved in an accident.

# 1. Stay calm & check for injuries:

- Your first step after any accident is to determine if you or anyone in your vehicle has sustained injuries.
- Then, if another vehicle was involved, check on the other driver and their passengers but only if it is safe to do so.

## 2. Move impacted vehicles out of traffic:

- Turn on your hazard lights and then, if your vehicle is drivable, move it to the side of the road as far away from traffic as
  possible.
  - Always remain at the scene of the accident.
- Your next steps are to alert the authorities of the accident and gather information to start the claims process.

# 3. Call the police & report the accident:

- Dial 911 to report the accident as well as any injuries.
- Remain at the scene of the accident and wait for the authorities to arrive.
  - Answer any questions the police officer might have about the accident so they can file a police report. Stick to the facts.
    - Provide your driver's license and insurance information.
      - Ask for the name and badge number of all officers you engage with for your records.
    - Request a copy of the police report from the officer. The police report will serve as official documentation of the accident.

## 4. Exchange info & take pictures:

- If the police are not dispatched, exchange information with the other driver.
  - You can often file a report yourself at your local police station or department of motor vehicles.
- Be sure to get the other driver's name, driver's license number, address, phone number, and insurance information.
   Also try to exchange other important information such as car makes, models, as well as license plate numbers.
  - If there are other witnesses at the scene, politely ask for their contact information as well.
- It is always a good idea to take your own pictures of the accident including damage to your vehicle, as well as pictures of any other vehicles involved.
- Gather images from multiple angles to help document exactly how the accident happened and where any impacts
  occurred.
  - These pictures can help the OpenRoad claims team better analyze the accident.

## 5. Start the claims process:

- Once you've completed the steps above, notify OpenRoad of the accident by using the <u>File A Claim</u> link in the navigation menu on the top of the OpenRoad website. Don't have your login credentials available? That's ok. You can still notify us and get the processes started.
  - You can also contact us by phone at 1-866-952-7622.
- A representative from our claims team will be assigned to you and will guide you through the claims process.



Need to file a claim? Scan here to get started.

# More Information:

Have a question? We're here to help.

Phone: 1.866.952.7622 Email: Claims@OpenRoadInsure.com Web: OpenRoadAutoInsurance.com

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