

# Important details for collection at the scene



## INSURED

Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Vehicle \_\_\_\_\_

Registration No. \_\_\_\_\_

Driver \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Licence No. \_\_\_\_\_

Insurance Company \_\_\_\_\_

## OTHER PARTY

Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Vehicle \_\_\_\_\_

Registration No. \_\_\_\_\_

Driver \_\_\_\_\_

Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Licence No. \_\_\_\_\_

Insurance Company \_\_\_\_\_

## ACCIDENT DETAILS

Date/Time \_\_\_\_\_

Streets \_\_\_\_\_

Suburb \_\_\_\_\_

Road Conditions (sealed/unsealed) (wet/dry)

## INDEPENDENT WITNESSES

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

**POLICE DETAILS**

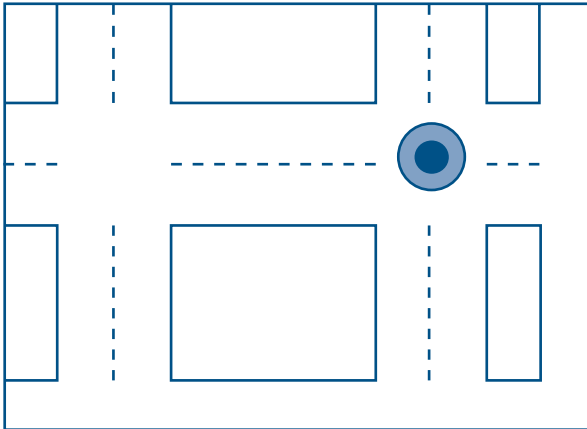
Name \_\_\_\_\_

Report No. \_\_\_\_\_

Station \_\_\_\_\_

Telephone No. \_\_\_\_\_

**ACCIDENT DIAGRAM**



**BRIEF DESCRIPTION OF ACCIDENT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MARKEY CONTACT DETAILS**

Telephone: (02) 4925 6555

Email: [insurance@markeygroup.com.au](mailto:insurance@markeygroup.com.au)

Website: [www.markeygroup.com.au](http://www.markeygroup.com.au)

**Note: DO NOT ADMIT LIABILITY TO ANY PARTY**

# ACCIDENT GUIDE



## WHAT TO DO IF YOU HAVE AN ACCIDENT:

### PEOPLE FIRST

Unfortunately accidents occur no matter how careful or skilled a driver you are – so if you are involved in an accident, it is important to know what to do.

1. Stay calm and don't panic.
2. If you are free from injury, check to see if others are injured.
3. If someone is injured, dial 000 (see what to report overleaf)
4. Provide whatever care you are able to the injured parties.
5. If the cars are unable to be driven, a major traffic disruption occurs, someone is injured or the other driver leaves the scene, call the police.

### THEN VEHICLES

1. Move your car to safety, turn hazard lights on and turn car off.
2. Exchange and collect details as per the included form.
3. Do not leave the scene in an unroadworthy vehicle.
4. Do not admit liability to anyone. Do not say the accident was your fault, even if it may have been. Your insurance company will decide who is at fault when all the facts are considered.
5. Call Markey Insurance on 02 49256555 (business hours) to lodge your claim and get the repair process started. Even if you might not be going to make a claim, tell us about the accident as we will then be in a position to best protect your interests.

## **WHEN TO CALL 000**

After checking to see if anyone is injured, assisting if you are able.

Dial 000 if needed stating the following:

1. Ambulance or Police (or both) in order of urgency.
2. It is a car accident.
3. Location.
4. The number of injured people and their condition.
5. Your name.

Police should be notified if:

1. A person is injured or killed.
2. There is damage to property or livestock and the owner is not at the scene.

## **PERSONAL INJURY**

### **CTP ACCIDENT**

To make a claim, you will need to:

1. Get the registration number of the vehicle that caused the accident.
2. Report the accident to the police if they did not attend the accident and get the police event number.
3. Call the "Claims Advisory Service" on 1300656919 to find out the Green Slip Insurer of the vehicle that caused the accident.
4. Get an Accident Notification Form from the insurer.
5. Complete the Accident Notification Form and have your doctor complete the medical certificate.
6. Send the Accident Notification Form to the relevant Green Slip Insurer within 28 days of the accident.

**IT'S GOOD TO BE WITH MARKEY!**