

Emmanuel and Grace Members Resources

What to do if you are in an accident!

This document has been prepared to assist you in the event that you have been involved in a car accident – please keep a copy with a pen in the cubby hole of each car. This document aims to assist you in case you are unsure of any of the necessary procedures required.



1. Take a deep breath – Give thanks to God that you are able to read this document and ask Him to comfort you in this stressful time
2. Stop your vehicle immediately. Don't allow anyone except a Police Officer to move the vehicles if someone has been injured or killed.
3. Get the other driver's details – name, address, telephone number, make, model and registration number of his/ her vehicle. Obtain the name details of the insurer and if the vehicle belongs to someone else, the owners name, address and telephone number. A space and table is provided on this document for you to record these details. (If you have a cell phone take a photo of the driver's license, car license disc and registration number)
4. Give your name and details to whoever has reason to ask for them. *Please do not admit that you have caused the accident or that it is your fault.*
5. Try and find witnesses. Write down their names, addresses, telephone numbers and where possible, their impressions of the accident. Make a note of the police or traffic official's number and workstation. Space is provided on this document for recording these details.
6. Make a note of where the accident occurred – name of road and neighbourhood, or details of the freeway section (e.g. between which off-ramps, distance from the nearest town) and the conditions (weather, visibility, conditions of road).
7. Make a note of the exact time and date of the accident
8. Sketch the position of the vehicle during the accident. (If you have a phone take photographs of the accident)
9. Report the accident within 24 hours to the SA Police Service, even if it was a minor accident. Show your driver's license and give your full name. Remember to write down and save the Police Accident Report Number.
10. In the event that the car needs to be towed, ensure the tow-truck is an approved Towing Service for your Insurance Company. Write the number of your insurance company here:

11. When the vehicle is towed, document the name of the Tow-Truck driver, contact details, Company name and the location where the vehicle is being taken. Complete the inventory slip from the towing service carefully and attempt to remove as much as possible from the vehicle. Retain the proof of receipt from the Towing Service.
12. Always see a doctor afterward – you may have sustained injuries that will only manifest later.

Ambulance contact details:



National Ambulance Service: 10177
National Cell Phone Emergency: 112
National Emergency: 10111

Details of Accident

Vehicle Registration Number	
Make and Model	
Drivers Name	
ID Number	
Telephone	
Drivers Address	
Insurance Company	

Owners Name (if different)	
Telephone	

Witness 1 – Name	
Address	
Telephone	

Witness 2 – Name	
Address	
Telephone	

Damage to Property	
Place of Accident	
Date & Time of accident	
Name & Details of police officer	

Sketch of accident: