Momentum Insurance Brokers
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DRIVER' S PROCEDURE

The following is the driver procedure to be kept in the glove box of each vehicle.

This information is supplied to assist in having your vehicle repaired as soon as possible, and to assist your insurer, where appropriate, to recover the cost of the repairs to your vehicle from the other driver involved in the accident. It will also assist your insurance representative in your own office to prepare the necessary claim form.

At the scene of the accident:

1. DO NOT ADMIT LIABILITY.

2. Comply with police reporting requirements.

3. If another vehicle is involved, obtain:

   (i) The owner's name, address and telephone number.
   (ii) The driver's name and address.
   (iii) The name of the owner's insurance company.
   (iv) The make, type and registration number of the vehicle.
   (v) The name and address of any witnesses.

4. If the driver carries a camera, it can be beneficial to photograph damage to both vehicles and the accident scene.

5. Notify your insurance representative in your office immediately and assist them in completing a claim form.

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