

## PERSONAL VEHICLE BEST PRACTICES

- Drive defensively; be responsible with your driving habits and be vigilant to other vehicles sharing the road.
- Be knowledgeable of the general rules of the road and abide by them.
- Always wear a seat belt; including any passengers within the vehicle.
- Be familiar with the route you will be traveling; adjust your driving for road conditions and variable weather.
- Do not text while driving. Only use a cell phone when equipped with a proper hands-free device.
- Regularly check your vehicle for preventive maintenance. See the back panel of this brochure for a guide on what items to check and when. This is only a guide; you can check the vehicle more often and inspect other additional items as you see fit.
- Look at the ground where you regularly park. If you see oil or other fluid spots, that can be a sign of a leak.



## Vehicle Maintenance

### Check Every Month

- **Fluid levels.** (oil, coolant, windshield washer) Add fluids as needed. See owner's manual for type of oil or coolant to use.
- **Hoses and Belts.** Have replaced if they show signs of cracking, bulging, or other signs of excessive wear.
- **Tire Pressure.** Add or remove air as needed. On most vehicles, the recommended air pressure is listed on a sticker on the driver door panel.
- **Tire Wear.** Inspect tires for uneven tread wear, tread depth, and damage such as nails, bulges, or exposed steel belts.
- **Lights.** (headlights, brakes, signals, etc)

### Check Every 3 Months

- **Oil and Filter.** Is it time for an oil change? Change as recommended in your owner's manual. Often it's 3,000 or 5,000 miles.
- **Fluid Levels.** (power steering, brake, and transmission) Add fluids as needed. See owner's manual for type of fluids to use.

### Check Every 6 Months

- **Battery terminals.** Clean if corroded.
- **Air Filter.** Replace if clogged with dirt.
- **Wiper Blades.** Replace if worn or brittle.
- **Spare Tire.** Ensure proper air pressure according to vehicle recommendations.
- **Inspect (or have a reputable garage inspect) your brakes, exhaust, and shocks.**



## VEHICLE MAINTENANCE AND ACCIDENT REPORTING



This brochure was created to be a quick reference resource for you. Please keep this with your insurance card in the glove compartment of your vehicle.

# ACCIDENT RESPONSE

Being in an accident can be a nerve-racking, disorienting experience. Use the accident response section of this brochure as a guide in the event of an accident.

- ◆ Be prepared! Having a First Aid Kit, basic tool kit, an extra blanket, gloves, etc. is recommended. Have these items in the trunk in case of emergency.
- ◆ In the event of an accident, remember:
  - ◇ Attempt to remain calm.
  - ◇ Assess self and others for injuries. See a doctor if you have been injured.
  - ◇ Do not leave the scene of an accident. Call 911 (prepare to state the need, provide the location of the accident, and explain the nature of any injuries)
- ◆ Unless a direct safety hazard is present, do not move vehicles until police have completed an investigation.
- ◆ Do not admit liability. Answer police questions objectively without drawing conclusion. The investigation will identify the party at fault.
- ◆ Gather relevant details of the accident when possible using the Accident Information section of this brochure.



## ACCIDENT INFORMATION

(OBTAIN NAMES, WITNESSES, AND OTHER DETAILS. COMPLETE THIS AT THE SCENE)

**Your Vehicle:** \_\_\_\_\_  
(make/model/plate #)

**Driver:** \_\_\_\_\_

**Passenger 1:** \_\_\_\_\_

**Passenger 2:** \_\_\_\_\_

**Other Vehicle:** \_\_\_\_\_  
(make/model/plate #)

**Driver:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Insurance Info:** \_\_\_\_\_

(company/policy #)

**Date/Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

### Description of Accident

(use additional paper as necessary)

**Police Agency:** \_\_\_\_\_

**Officer Name:** \_\_\_\_\_

**Witness 1:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Witness 2:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Witness 3:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

Nature of any injuries: