

**MOTOR VEHICLE ACCIDENT CHECKLIST**  
(JAGMAN A-2-u)

- \_\_\_ Vehicle(s) identified, including vehicle identification number (VIN), license plate number, make, model, year, and color.
- \_\_\_ Identify the driver(s) and owner(s), to include the name, age, addresses (home and work), and telephone numbers.
- \_\_\_ For military members indicate their military status at the time of the accident (e.g., active duty, TAD, leave, liberty, etc.), their grade/rank, and the name, address, location and Unit Identification Code (UIC) of their unit.
- \_\_\_ If an individual died or is incapacitated as a result of the accident, provide similar identifying information for the next-of-kin or legal representative.
- \_\_\_ If a Government vehicle was involved, identify the unit to which the vehicle was assigned, and the individual at the unit who authorized use of the vehicle, and its authorized purpose.
- \_\_\_ Private vehicle involved: name, address, policy numbers, and telephone numbers of the insurer of the vehicle, including the amount and type of insurance carried.
- \_\_\_ Time of the accident.
  - \_\_\_ Light and weather conditions.
  - \_\_\_ Effect on driving conditions.
- \_\_\_ Location of accident (e.g., highway number, direction of travel, milepost number, street name, intersection).
  - \_\_\_ Road and terrain factors, road characteristics.
  - \_\_\_ Any obstructions to the driver's vision.
- \_\_\_ Speed of the vehicles involved as evidenced by testimony of witnesses, skid marks, condition of road, and the damage to the vehicles.
- \_\_\_ Actions of other vehicles involved in the accident, including any part played by them in creating the conditions that resulted in the accident.
- \_\_\_ Traffic conditions at the scene and their effect on the accident.
- \_\_\_ Traffic laws and regulations in force pertinent to the accident, including traffic safety devices, signs, and markings (e.g., school zone, no passing zone, railroad crossing, reduced speed limit).

- \_\_\_ Any regulations to use safety devices installed in the vehicles (e.g., seat belts, child carriers).
- \_\_\_ Copies of statutes, ordinances, or regulations should be made an enclosure.
- \_\_\_ Mechanical condition of the vehicles involved.
- \_\_\_ If a mechanical defect or condition (e.g., faulty or worn brakes/tires), is determined to have contributed to the accident, include the relevant maintenance history of the vehicle.
- \_\_\_ Physical condition of the driver(s), including intoxication, fatigue, use of medications or drugs, or other medical conditions, number of hours of sleep prior to the accident, number of hours worked.
  - \_\_\_ The amount of alcohol consumed, results of any blood alcohol or other test for intoxication.
  - \_\_\_ Any medications or drugs taken prior to the accident.
  - \_\_\_ Any unusual stress or abnormal condition that might have affected the driver's alertness.
  - \_\_\_ The opinion section should address any reasonable inferences that may be drawn from these facts relevant to the cause of the accident.
- \_\_\_ Driving experience of the driver(s) both generally and in the type of vehicles being driven, to include the state which licensed the driver.
  - \_\_\_ Any previous loss of driving privileges and driving-related convictions.
- \_\_\_ Safety devices installed and whether they were being used at the time of the accident.
- \_\_\_ Conduct of passenger(s). Opinions may include reasonable inferences on the effect of any passenger's conduct on the driver(s).
- \_\_\_ Facts and opinions relevant to knowledge by any passenger of any impairment of the driver at the time the passenger entered or had a reasonable opportunity to leave the vehicle.
- \_\_\_ Damage to vehicle fully described (including photos, if available) and repair costs.
- \_\_\_ Damage to other property (including photos, if available) and repair costs.
- \_\_\_ Nature and extent of personal injuries and medical cost, documented by relevant medical records, bills, and receipts.

\_\_\_\_\_ If death resulted, indicate cause of death to include a copy of the death certificate and any autopsy reports as enclosures.

\_\_\_\_\_ Name, age, address, and telephone number of any witnesses to the accident.

\_\_\_\_\_ A description of their (witnesses) location in relation to the accident scene, their ability to observe from that location, and what they saw.

\_\_\_\_\_ Name, address, and telephone number of any law enforcement official who investigated the accident.

\_\_\_\_\_ Copy of any law enforcement or police report made concerning the accident should be included as an enclosure and the custodian of the original report should be indicated.

\_\_\_\_\_ Any civilian or military criminal charges brought as a result of the accident and the ultimate resolution of those charges.

\_\_\_\_\_ An opinion regarding the probable cause of the accident. If the evidence is insufficient to establish probable cause, those factors which in the opinion of the investigating officer contributed to the accident should be listed.

\_\_\_\_\_ An opinion regarding the contributory or comparative negligence of any party, if any.

\_\_\_\_\_ If not included in the facts relevant to military or criminal charges filed, an opinion concerning any laws, articles of the UCMJ, or regulations violated.

\_\_\_\_\_ Whether or not the vehicles are economically repairable, and if not, their salvage value.

\_\_\_\_\_ Whether or not the driver (in case of Government vehicle) was acting within the scope of employment pursuant to state law, and whether injuries sustained by military members were incurred in the line of duty or as result of misconduct.

\_\_\_\_\_ Whether or not disciplinary action should be taken.

\_\_\_\_\_ If Government property has been damaged, a recommendation as to the disposition of the property.

\_\_\_\_\_ Should the Government initiate a claim?

\_\_\_\_\_ Pertinent recommendations on matters of safety procedures.

**NOTE: Motor vehicle accidents involving Government vehicles almost always involve the potential for claims for or against the Government. In such cases, refer to the "Claims" Checklist in this handbook and include all the facts and opinions required.**