

# How to Write an Accident Report

Unfortunately, you were involved in an accident then your boss or your manager asked for your accident report then that's when realized you don't know how to create one.



01

## Use An Official Form

In case, you are involved in a motorcycle accident, you should look for a form like theirs and use it to make your own accident report.

02

## State the Complete Information

In your simple report, it's important to fill in every important detail completely so that the local police and your insurance companies.

03

## State Only the Facts

After being involved in an accident, it is understandable that you may get emotional but you should bear in mind.

04

## Get Witnesses

Let's just say that, you had a car accident, then if ever there was someone who was walking down the street during the time of your incident.

05

## Describe the Incident's Location

You must answer this information honestly as possible in case if there are any environmental factors that caused your accident.

06

## File the Accident Report

Your report must be filed within 3 days following the accident. Confirm with your insurance company or the local police about the filing of your accident report.

# How To Complete An Accident Report

**Ying Liu**



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