

Accident Scene Record

Accident Diagram:

*Take Photos

What to do and record at an accident scene:

- ➔ If the accident is serious, notify the police. Ask for medical aid, if needed.
- ➔ Do not admit or assume responsibility. Do not make statements to anyone other than police or an insurance company representative.
- ➔ Use the top section of this form to record important information at the scene of an accident & **take photos**.
- ➔ Obtain the names, addresses and telephone numbers of all persons involved and of those who may have been witnesses. Get vehicle licence number. If police are called to the scene, be sure to note their badge number.
- ➔ Disabled vehicles should be removed from the path of motorists as soon as possible. Use emergency flashers to warn others.

Accident Scene - Record information on the spot while details are available

Driver of other vehicle / Name:				Driver's Licence No.:		
Driver's Address:				Home Phone: Cell/Office Ph:		
Drivers' Insurance Company Name:				Driver's Policy No.:		
Owner of the Vehicle if <u>not</u> the Driver / Name:				Address:		
Owner's Insurance Company:				Owner's Policy No.	Home Phone: Cell/Office Ph:	
Other Vehicle	Year:	Make:	Model:	Body Type:	Licence Plate No.:	Prov. or State
	Describe apparent damage to other vehicle:					
Add'l people in other vehicle witnesses	Name(s):			Address(s):		Phone No.(s):
	Were any of the occupants of other vehicle injured? Whom?					
Police	Name:			Badge No.:	Station / Detachment:	Police Force Name:
Outside Witnesses:	Name (s):			Address(s):		Phone No.(s):
Weather / Road Conditions:				Any Charges Laid?		