

# Accident Recording Form

(Keep a copy handy in all your vehicles & review with any new drivers)

<b>ACCIDENT SCENE</b>		<b>PLEASE RECORD THIS INFORMATION AT THE SCENE WHILE DETAILS ARE AVAILABLE.</b>				DATE
						TIME
DRIVER OF OTHER VEHICLE NAME					DRIVER LICENCE NO.	
ADDRESS					HOME PH	
					BUSINESS PH	
DRIVER'S INSURANCE COMPANY NAME					DRIVER'S POLICY NO.	
OWNER OF THE VEHICLE IF NOT THE DRIVER NAME			ADDRESS			
OWNER'S INSURANCE COMPANY		OWNER'S POLICY NO.		HOME PH		
				BUSINESS PH		
OTHER VEHICLE	YEAR	MAKE	MODEL	BODY TYPE	LICENCE PLATE NO.	PROV. OR STATE
	DESCRIBE APPARENT DAMAGE TO OTHER VEHICLE					
WITNESSES	NAME		ADDRESS			PHONE NO
	WERE ANY OCCUPANTS OF OTHER VEHICLE INJURED? WHOM?					
POLICE	OFFICER'S NAME		BADGE NO.	STATION OR DIVISION		NAME OF POLICE FORCE
OUTSIDE WITNESSES	NAME		ADDRESS			PHONE NO.
WEATHER/ROAD CONDITIONS				ANY CHARGES LAID?		
<b>DIAGRAM</b>  <div style="text-align: center; font-size: 2em; font-weight: bold;">- N</div>  <div style="display: flex; justify-content: space-between; font-size: 1.5em; font-weight: bold;"> <span>- W</span> <span>- E</span> </div>  <div style="text-align: center; font-size: 2em; font-weight: bold;">- S</div>				WHAT TO DO AT ACCIDENT SCENE		
				<input type="checkbox"/> If the accident is serious, notify the police. Ask for medical aid, if needed.		
				<input type="checkbox"/> Do not admit or assume responsibility. Do not make statements to anyone other than police or YOUR insurance company representative.		
				<input type="checkbox"/> Record the important information on this sheet <u>at the scene</u> of the accident.		
			<input type="checkbox"/> Obtain the names, addresses and telephone numbers of all persons involved. Get vehicle licence plate number(s). If police are called to the scene be sure to note their badge numbers.			
			<input type="checkbox"/> If there are any <b>witnesses</b> be sure to obtain their names, phone numbers and addresses.			
<b>Preserve the Scene: Take pictures – your phone can be your best defence</b>						