

Accident Recording Form

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

ACCIDENT SCENE		PLEASE RECORD THIS INFORMATION AT THE SCENE WHILE DETAILS ARE AVAILABLE.				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?			
DIAGRAM <div style="text-align: center; font-size: 2em; margin: 20px 0;">- N</div> <div style="display: flex; justify-content: space-between; font-size: 2em; margin: 20px 0;"> - W - E </div> <div style="text-align: center; font-size: 2em; margin: 20px 0;">- 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 witnesses be sure to obtain their names, phone numbers and addresses.			
Preserve the Scene: Take pictures – your phone can be your best defence							