

# COLLISION REPORT

## STEPS TO FOLLOW AFTER THE COLLISION

- Remain at the scene
- Turn on four-way flashers; set out flares or reflectors
- Check for immediate danger (e.g., fuel spill)
- Check for injured persons; apply first aid
- Call the police and emergency services
- Notify your employer
- Complete this report at the scene of the collision
- Take pictures of the collision scene from all viewing angles
- **Do not admit liability/fault**

## OBTAIN THE MINIMUM INFORMATION

### DRIVER INFORMATION

DRIVER NAME

ADDRESS

TELEPHONE #

DRIVER'S LICENCE #

### COLLISION INFORMATION

DATE

TIME

NUMBER OF VEHICLES INVOLVED

STREET

CITY

PROVINCE

ROAD CONDITIONS

TRAFFIC CONTROLS

WEATHER CONDITIONS

VISIBILITY

SPEED OF YOUR VEHICLE

DETAILS OF THE COLLISION

### OTHER VEHICLE INVOLVED

VEHICLE LICENCE PLATE

YEAR

MAKE

MODEL

COLOUR

OWNER NAME

ADDRESS

TELEPHONE #

DRIVER NAME

DRIVER'S LICENCE #

ADDRESS

TELEPHONE #

DAMAGE SUSTAINED

INSURER

POLICY #

### INVESTIGATING OFFICER

NAME

BADGE #

POLICE DEPARTMENT

# COLLISION REPORT

## INJURED PERSONS

NAME

ADDRESS

TELEPHONE #

DETAILS OF INJURIES

## WITNESSES

1. NAME

ADDRESS

TELEPHONE #

2. NAME

ADDRESS

TELEPHONE #

## SKETCH OF ACCIDENT

*(PLEASE ATTACH A SKETCH OF THE ACCIDENT IF SUBMITTING ELECTRONICALLY. IF YOU ARE UNABLE TO PROVIDE A SKETCH, PLEASE DESCRIBE THE ACCIDENT BELOW.)*

Large empty area for sketch or description of the accident.

**rsacommercialauto.ca**