

Vehicle Collision Checklist

Stay calm and stay put. If you are involved in a vehicle collision do not leave the scene of the collision. If you leave the scene before the police arrive and before determining if anyone is injured or exchanging information or calling the police if necessary, it can be considered an offence – “hit and run.”

Stop or move your vehicle to a safe place away from oncoming traffic. If you can't move your vehicle, turn off the ignition and turn on your hazard lights. Be careful when exiting the vehicle. However, if the collision results in a serious injury do not move the vehicles until police arrive – the positions of the vehicles are key to collision reconstruction.

Determine if anyone is injured. If so, call the police at 9-1-1. Wait for help. Do not move an injured person.

Report the collision to the police at 266-1234 if you estimate the combined damages to the vehicles are over \$1000. Ask the officer how to obtain a copy of the police report for your insurance claim. Request a copy of the report for insurance purposes.

Exchange information: Collect the following information on the other vehicle(s) and from the other driver(s) involved in the collision:

<p>Vehicle information: Licence plate number: _____ Vehicle make: _____ Vehicle model: _____ Vehicle year: _____ Description of the other vehicle's damage: _____ _____ _____ _____</p>	<p>Injured and/or other parties involved: Name: _____ Address: _____ Name: _____ Address: _____ Name: _____ Address: _____</p>
<p>Driver information: Name: _____ Address: _____ Driver's licence number: _____ Date of birth: _____ Gender: _____ Phone number: _____</p>	<p>Witnesses: Collect the following information from people who witnessed the accident but were not involved in the accident. Passengers are not considered to be witnesses. Name: _____ Address: _____ Phone number: _____</p>
<p>Owner information: The driver of the vehicle may not be the owner of the vehicle. Name: _____ Address: _____ Vehicle registration number: _____ Insurance company: _____ Insurance policy number: _____</p>	<p>When and where: Date of collision: _____ Time of collision: _____ Location of collision (street name and/or intersection): _____ _____ Weather and/or hazards: _____ Road conditions: _____ Driving speed: _____</p>
<p>Police case number: _____ Write down your case number. If you want to add something to your case or would like an update on your file, you may need the case number.</p>	

Get professional advice before you accept compensation from another driver instead of reporting the collision to your insurance company. By accepting money you may give up the right to file a claim against the other driver, even if damages turn out to be more extensive than first thought. Contact your insurance company for more information. Simply contacting your insurance company does not mean you must file a claim.