

## What Is An Accident?

A traffic accident occurs when a motor vehicle contacts another object. Another object can be, but not limited to, another motor vehicle, a bicycle, a pedestrian, or a fixed object (street sign, light pole, etc.)

## Step-By-Step What To Do

### 1 Stop

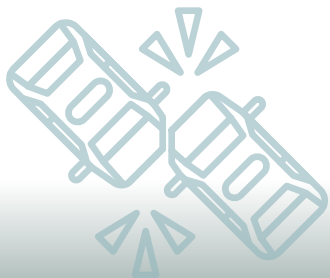
Failure to stop could result in demerit points or criminal prosecution. Remain at the scene, it is illegal to leave the scene of an accident. It doesn't matter if you caused it or not.

### 2 Check For Injuries

If you are seriously injured, try not to move and wait for emergency vehicles. If you're able to move, check any other passengers in the vehicle. If anyone is injured or if you suspect the other driver is impaired call 911 or have a bystander call for you.

### 3 Move Somewhere Safe

Ensure your safety. If you and/or your passengers are able to move somewhere safe, such as the side of the road or a sidewalk, do so. To alert other drivers, use hazard lights, cones, warning triangles or flares.



### 4 Exchange Information

Exchange information with the other driver. You can take pictures of their insurance, registration and license plate, or you can use the form on the back to collect this information. It is recommended to at least collect the following information. (If any party does not have the proper documents contact the police to attend the scene.)

- Driver's Name, Address & Phone Number
- Insurance Company Name
- Insurance Policy Number
- Driver's License Number
- License Plate Number

### 5 Document The Accident

If possible document the accident by taking pictures of all vehicles involved from different angles, showing the damage. Also complete the description of accident along with the diagram of the accident to take along with you when you report to the police.

### 6 Move Vehicle

If your vehicle is still drivable and all drivers involved have proper documentation and your vehicle is causing a hazard move it to the side of the road. If your vehicle is not drivable contact police to attend the scene.

### 7 Witness Information

If there were witnesses to the accident take down their names and phone numbers.

### 8 Report To The Police

If you believe the combined damage to all vehicles involved is over \$2,000, you are required to attend a police station to file a accident report. Failure to do so may result in a \$388 fine. You will get a copy of the police report for your records and for your insurance company. (If possible find out which police station the other driver(s) will file a report at, as this will assist the police in filing your report.)

### 9 Contact Insurance

As soon as possible, contact your insurance company and give them the details of the accident, including injuries and damage to vehicles and property, they may ask to see the police report. Insurance companies determine liability, not the police.

### 10 Repair Your Vehicle

Your insurance company may recommend, but not require, your vehicle be repaired at a specific facility. If you select the repair facility, the responsibility for a satisfactory repair job rests with you, not the insurance company.

## Description Of Accident

(Take photo of both vehicles, scene of the accident and fill out information below)

Date	Time
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Location
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Description of the Accident
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Diagram: Include streets, traffic controls, obstacles, etc.



\* Include any conditions that may have affected the accident such as weather, road or light conditions.

## Information Collection

### Other Driver's Information

(Take photo of driver's license, proof of insurance and vehicle registration or fill out information below)

Driver's and/or Owner's Name
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Driver's and/or Owner's Address
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Driver's and/or Owner's Phone Number
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Driver's License Number
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Make, Model of Vehicle	Year	Colour
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VIN	License Plate
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Insurance Company Name
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Insurance Company Phone Number
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Insurance Policy Number	Policy Expiry Date
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### Accident Witnesses

Witness Name
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Witness Phone Number
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Witness Name
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Witness Phone Number
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Witness Name
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Witness Phone Number
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\* It is recommended you avoid discussing fault when going over the facts with the other driver.



# What To Do After A Vehicle Accident