Draw a diagram of the collision scene

1. Indicate north (directions).
2. Identify the location of your vehicle and the other vehicle(s) involved.
3. Identify road names and streets and avenues.

Notes
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Report a Collision

If your vehicles are drivable, move them to another location so they will not obstruct traffic. If one or more are not drivable, call the police complaint line at 780-423-4567.

Exchange information (insurance, registration, name, and driver’s licence number). You should view the other person’s driver’s licence information rather than have them communicate it verbally.

If someone refuses to provide their information, document the licence plate number, vehicle description, and driver description before they leave the scene.

Obtain names and phone numbers of all witnesses.

If the collision involves serious injuries or if impaired driving is suspected, here is what you or someone else should do.

Call 9-1-1 so the necessary medical help can be dispatched to the scene and police can be notified.

Vehicles need to remain where they are so police can investigate the collision scene.

If the combined damage to the vehicles involved is over $2,000 you must attend a police station and file a Collision Report Form. Failure to do so could result in a $287 fine.

Police attendance is only required for certain situations.

If someone has been seriously injured.

If an involved driver does not have documentation including driver’s licence, registration, or insurance.

If you suspect a driver is impaired.

If one or more of the vehicles isn’t drivable.

If you are unsure, call 780-423-4567.

Driver information

Driver’s full name: ________________________________

Date of birth: ________________________________

Address: _______________________________________

Phone number (home): __________________________

Phone number (cell): __________________________

Driver’s licence number: ________________________

Vehicle information

Make/model of vehicle: __________________________

Year: ________ Colour: __________________________

Licence plate number: __________________________

Insurance information

Insurance company and broker: ____________________

Policy number: _________________________________

Expiry date: _________________________________

Passenger information

Full name(s) and age(s): __________________________

Address(es): __________________________________

Phone number(s): __________________________

Witness information

Full name(s) and age(s): __________________________

Address(es): __________________________________

Phone number(s): __________________________