

Auto Accident Reporting Kit

The McLennan Group Insurance Inc. knows that when an accident happens, it can be a confusing time. These pages outline the details you should gather at the scene, and contain instructions that will assist you in completing your report quickly and correctly.

Because your protection is our priority.



What To Do If An Accident Occurs:

- ✔ If conditions and/or regulations permit, move to the shoulder side of the road to prevent further damage or hazards. Turn on the four-way flashers.
- ✔ Call Police and inform them of the accident.
- ✔ Keep calm. Be courteous. Don't argue.
- ✔ Make no statement concerning the accident to anyone except a Police Officer. Get the Officer's name and badge number. Make no settlement.
- ✔ **Complete this report on the scene. Fill in all information.**
- ✔ Obtain the names and addresses of witnesses and of all persons injured, regardless of how minor the injury.
- ✔ Before leaving the accident scene, check to see that you have all the facts.

Important Contact Numbers

Claims department telephone: (____) _____
Police telephone: (____) _____

Your Information

Driver's license #: _____
Vehicle year, make, model: _____
Serial #: _____
Insurance co.: _____
Policy #: _____



Essential Information

⬇ Involved Driver #1

Name: _____

Address: _____

Telephone : Home (_____) _____

Other (_____) _____

Driver's license #: _____

Vehicle Information

Vehicle year, make, model: _____

Serial #: _____

Licence plate: _____ Province registered: _____

Insurance co.: _____

Policy #: _____

Owner's name: _____

Telephone : Home (_____) _____

Other (_____) _____

Address: _____

⬇ Involved Driver #2

Name: _____

Address: _____

Telephone : Home (_____) _____

Other (_____) _____

Driver's license #: _____

Vehicle Information

Vehicle year, make, model: _____

Serial #: _____

Licence plate: _____ Province registered: _____

Insurance co.: _____

Policy #: _____

Owner's name: _____

Telephone : Home (_____) _____

Other (_____) _____

Address: _____

Essential Information

Witness #1 Information

Name: _____

Address: _____

Telephone : (_____) _____

Witness #1 Statement

Where were you when the accident occurred? _____

Did you witness the accident? YES NO

Were you a passenger involved in the accident? YES NO

Were you a pedestrian involved in the accident? YES NO

Were you a bystander observing the accident? YES NO

Other comments: _____

Witness #2 Information

Name: _____

Address: _____

Telephone : (_____) _____

Witness #2 Statement

Where were you when the accident occurred? _____

Did you witness the accident? YES NO

Were you a passenger involved in the accident? YES NO

Were you a pedestrian involved in the accident? YES NO

Were you a bystander observing the accident? YES NO

Other comments: _____

Accident Specifics

⬇ Accident Details

Accident date and time: _____

Accident location: _____

Vehicle speed at time of accident: _____

Describe any vehicle damage: _____

⬇ Accident Situation

Road/Weather Conditions

- Wet Snowy Dry Muddy Icy
 Rain Other: _____

Traffic Controls Present

- Four-way stop Four-way traffic lights
 Stop signs north/south sides Stop signs east/west sides
 Traffic lights north/south sides Traffic lights east/west sides
 Yield sign No traffic controls
 Other: _____

Other details: _____

In the area below, sketch the accident scene. Indicate the streets, intersections, signs and illustrate vehicle positions at time of collision.

⬇ Accident Diagram

Specify The Following:

Your Vehicle A → Other Vehicles 1 → 2 →



⤵ Accident Summary

Describe how the accident occurred in as much detail as possible:

⤵ Additional Details

In the space provided below, note any other accident details:

Information Is Everything

We recommend you immediately complete this form's *Your Information* section, then place it along with a pencil and notepad in the glove box of your vehicle.

Knowing the best time to record the details of an accident is immediately after the incident occurs, you should write down as many details as possible to help in talks with your insurance provider.

When writing down statements from any witnesses, questions should include: Where were you when the accident occurred? Were you involved or simply a bystander? And be sure to record any further details the witnesses provide.

Additional kits available online at: carpinsurance.ca



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