


YOUR INFORMATION					
Driver's Name			Owner's Name (if different from driver)		
Damage to Vehicle			Is Damage over \$2,000? Y/N	Driveable?	
No. of Passengers	Passengers' Names (list all)		Passengers' Positions in Vehicle		Injured?
OTHER DRIVER'S INFORMATION					
Driver's Name		Injured?	Owner's Name		Owner's Phone
Street Address			Owner's Address		
City, Town, or County, and Postal Code			Insurance Company	Phone	
Bus. Phone	Res. Phone		Insurance Broker or Agent		Phone
Email Address			Insurance Policy No.	Policy Expiry Date	MM/DD/YY
Drivers Licence No.			Damage to Vehicle		Is Damage over \$2,000? Y/N
Car Make, Model		Year	Colour		Driveable? Y/N
VIN		Plate No.			
No. of Passengers	Passengers' Names (list all)		Passengers' Positions in Vehicle		Injured? Y/N
DESCRIPTION OF COLLISION					
Date		Estimated Speed of Vehicle(s)		Weather Conditions (fog, hail, clear)	
Time		Location		Road Conditions (icy, wet, clear, debris)	
Diagram: include streets, traffic controls, visual obstacles, etc.			Light Conditions (dawn, dusk, dark, day)		
<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">1</div> -Vehicle 1 <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">2</div> -Vehicle 2 </div> <div style="text-align: center; margin-left: 200px;">  </div>			Description of Collision		
AUTO COLLISION WITNESSES					
Name			Phone		
Address			Email Address		
Name			Phone		
Address			Email Address		
ATTENDING POLICE OR RCMP OFFICER					
Name		Badge No.	Division	Bus. Phone	
TOW TRUCK OPERATOR					
Company			Truck No.	Bus. Phone	
Driver's Name			Address Towed To		

Steps to follow after an accident....

1. **Stay at the scene:** Leaving the scene could result in demerit points or even a criminal conviction.
2. **Safety First:** If you or someone else is injured call an ambulance right away. Even if your injury feels minor you should seek a medical examination as soon as possible. Put on your hazard lights or place cones, warning triangles or flares around the vehicle to alert other drivers. These are important components of your automotive emergency kit. Keep passengers and vehicles out of the way of traffic. Move vehicles and passengers only if safe to do so.
3. **Collect Information:** Get the contact information of the other people involved in the accident including witnesses. Take pictures! Most people have a camera on their smart phone these days. You can use the Collision Worksheet provided by the Government of Alberta on the reverse side of this page to write down the accident details. More worksheets can be found at www.autoinsurance.alberta.ca
4. **Collision Report:** You are legally required to submit a Collision Report to the police if:
 - someone is hurt
 - a vehicle is no longer driveable
 - a driver does not have proof of licence, registration or insurance
 - the total damage to vehicles and/or property is greater than or equal to \$2000

*Do NOT guess the damage amount. Consult a collision appraiser to give you an accurate amount. In today's market apparent minor damage can easily exceed \$2000.

5. **Contact your insurance agent first about the collision and DO NOT:**
 - Assume your liability or promise to provide payment to the other party
 - Accept monetary compensation at the scene
 - Agree to *not* report the collision to the police or the insurance company

*If you do any of the above your eligibility for coverage could be affected.

6. **Collision Repair:** You have the right to choose your collision repair facility and your insurance company may have some recommendations for you. For your convenience, Westgate Chevrolet has a certified Body Shop right on site at the dealership. Whether you drive a GM vehicle or another brand, our technicians are qualified to repair all makes and models. Call **Westgate Chevrolet's Body Shop** to arrange a tow or appraisal appointment. Refer to contact info at the top of the page.