

University of Calgary VEHICLE ACCIDENT FORM

All vehicle accidents in UCalgary owned or rental vehicles must be reported to Campus Security and an Incident Report completed as soon as possible. This can be done in person or by phone (203333) if you are away from UCalgary campuses. The

- f Insurer name
- f Insurance Policy # (on their insurance card):
- o Take of photo of their vehicle registration card or record the following:
  - f Make & model of the vehicle
  - f Vehicle license plate (re)-1 (c)42i34a /LB1aC6e Tc 0 Tor
- 4. UCalgary driver & vehicle:
  - o Driver name
  - o Drivers license:#
  - o Drivers department
  - o Drivers work phone # and email:
  - o Take a photo of the UCalgary vehicle registration card:
    - f Make & model of the UCalgary vehicle (or rental)
    - f Vehicle license plate:#
  - o Unit # (if UCalgary owned) OR copy of Rental Agreement
  - o Location of damage on vehicle:
  - o Pictures of the vehicle damage + pictures of a witness
  - o Description of accident:
  - o Names of people in UCalgary vehicle:
  - o Were there any suspected injuries to the UCalgary driver?
- 5. If accident was over \$5000 combined between the two vehicles, you must report to Campus Security. You may wish to consult with Motor Pool regarding the following information to Campus Security:
  - o Police report #
  - o A copy of the police report

If the damage to the UCalgary vehicles exceeds \$500, the driver must report to Campus Security the vehicle.

A report must also be completed on the UCalgary OARS system.

[health-safety/report-ohs-concern-or-incident/submit-review-ours-report](https://www.ucalgary.ca/health-safety/report-ohs-concern-or-incident/submit-review-ours-report)

NOTE: If UCalgary employees or students were injured, they may also be required to complete a WCB report.