

## **Remember**

- 1) It is important to stay calm. Save the details of the accident for the police and do not admit liability or fault for the accident.
- 2) Follow the steps on the inside of this pamphlet following an auto-accident.
- 3) Complete the vehicle incident report form on the insurance and risk management website (URL below) and submit it to the Office of Insurance and Risk Management.

### **Email:**

[Insurance@queensu.ca](mailto:Insurance@queensu.ca)

### **Phone:**

613-533-2211

### **Website:**

<http://www.queensu.ca/irm/home>

**Queen's University  
Insurance and Risk  
Management**

Richardson Hall Suite 352  
Phone: 613-533-2211

E-mail: [insurance@queensu.ca](mailto:insurance@queensu.ca)

<http://www.queensu.ca/irm/home>

# Auto Accident Checklist

**INSURANCE AND RISK  
MANAGEMENT**



**Queen's**  
UNIVERSITY

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## **If you have been involved in an auto accident, follow these steps:**

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**1. Remain calm. Stop at the scene of the accident. Take appropriate action to take care of the injured.**

**2. Report the accident to the police if:**

- If anyone is injured
- The cost of damages is expected to be OVER \$1,000
- You suspect a driver involved is guilty of committing a criminal offense such as driving under the influence

**3. If it is safe to do so, move your vehicle to side of the road away from traffic. If this is not possible, turn on your hazard lights or use cones to alert other drivers.**

**4. Collect and write down the information of all drivers involved in the accident including:**

- Names
- Addresses
- Telephone numbers
- Driver's license numbers
- License plate numbers
- Insurance information

**5. Obtain the names and contact information of passengers and witnesses.**

**6. Write down details about the accident.**

**7. Ask the police for a copy of the accident report #.**

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## **If you are driving a leased vehicle or Queen's University fleet vehicle:**

**Contact your manager or supervisor who should provide all details to the Manager, Insurance and Risk Management (contact info on next page).**

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## **If you are driving a short term rental (*less than 30 days*) vehicle on university business:**

**Contact the rental agency immediately after contacting the police. Contact your immediate supervisor next who should report the incident to the Manager, Insurance and Risk management.**

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*You can use this space to write down the information of the other drivers and witnesses involved in the accident:*

### **Driver 1:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Driver's License #:** \_\_\_\_\_

**License Plate #:** \_\_\_\_\_

**Insurance Info:** \_\_\_\_\_

### **Driver 2:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Driver's License #:** \_\_\_\_\_

**License Plate #:** \_\_\_\_\_

**Insurance Info:** \_\_\_\_\_

### **Witnesses:**

**Name:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_