

## 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 (403-220-5333) if you are away from UCalgary campuses. The following information is required:**

1. Date of Accident:
2. Accident location:
3. Third party driver & vehicle:
  - Driver name:
  - Driver phone number & email:
  - Take a photo of the Insurance card or record the following:
    - Insurer name:
    - Insurance Policy # (on their insurance card):
  - Take of photo of their vehicle registration card or record the following:
    - Make & model of the vehicle:
    - Vehicle license plate #:
  - Picture of damage to their vehicle:
  - Were there any suspected injuries to this driver or their passengers? Is yes, describe:
4. UCalgary driver & vehicle:
  - Driver name:
  - Drivers license #:
  - Drivers department:
  - Drivers work phone # and email:
  - Take a photo of the UCalgary vehicle registration card or record the following:
    - Make & model of the UCalgary vehicle (on the vehicle registration card):
    - Vehicle license plate #:
  - Unit # (if UCalgary owned) OR copy of Rental agency contract
  - Location of damage on vehicle:
  - Pictures of the vehicle damage + pictures of all 4 sides of the vehicle:
  - Description of accident:
  - Names of people in UCalgary vehicle:
  - Were there any suspected injuries to the UCalgary driver or passengers? If yes, describe:
5. If accident was over \$2000 combined between the two vehicles, you must complete a police report. You may wish to consult with Motor Pool regarding the value of the loss. Once done, please send the following information to Campus Security:
  - Police report #
  - A copy of the police report

If the damage to the UCalgary vehicles exceeds \$2000, they will give you a collision sticker to put on the vehicle.

A report must also be completed on the UCalgary OARS system at <https://www.ucalgary.ca/risk/environment-health-safety/report-ohs-concern-or-incident/submitreview-oars-report>

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