

# WHAT TO DO



# IN AN

# ACCIDENT

**REMAIN-** at the scene if possible and get medical attention for those who need it.

**REPORT-** your accident to the police immediately (to comply with provincial legislation).

**IDENTIFY-** and record the information for all of the drivers involved in the accident. (see back of card)

**CALL-** your insurance broker promptly to report your claim, if claim is an emergency and after business hours call (613) 237-2871.

**TOW-** If vehicle is not driveable, arrange a tow to a nearby repair facility. Remove all valuables from the vehicle.

**RENTAL-** If you carry Loss of Use (rental coverage) rent a car or take a taxi (be sure to keep any receipts).

**SMITH  
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SCOTT  
INSURANCE  
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**613-237-2871**

## Other Party Information

- Obtain names and licence number.
- Complete this report at the scene of the accident if possible.

1. Owners Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel.: \_\_\_\_\_  
Insurance Co. \_\_\_\_\_  
Policy No. \_\_\_\_\_  
Driver's Name \_\_\_\_\_  
Driver's Licence \_\_\_\_\_  
Licence Plate \_\_\_\_\_  
Make of car \_\_\_\_\_

2. Owners Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel.: \_\_\_\_\_  
Insurance Co. \_\_\_\_\_  
Policy No. \_\_\_\_\_  
Driver's Name \_\_\_\_\_  
Driver's Licence \_\_\_\_\_  
Licence Plate \_\_\_\_\_  
Make of car \_\_\_\_\_

## Witnesses (Name, Address, Tel. No)

Witness 1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness 2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_