

Vehicle Accident Form

What to do if you are in a car accident with a rental or Acadia-owned vehicle:

1. Call the police if there are injuries, if the damage to either vehicle exceeds \$1,000 in Ontario and New Brunswick, and \$2,000 in Nova Scotia, Newfoundland and Labrador. Always call the police in the case of a hit and run.
2. Do not make any statements admitting fault.
3. Gather contact details of other drivers, passengers, and any witnesses.
4. Take photos of the scene, driver's licence, licence plate and registration card from anyone involved.
5. If your vehicle is not drivable, have it towed to a body shop.
6. Submit the Vehicle Accident Form by email to security.office@acadiau.ca and [Risk Management](#). All vehicle accidents in Acadia owned or rental vehicles must be reported to Campus Security.
7. An Occurrence Report must also be submitted with Safety and Security as soon as possible. This can be done in person or by phone (902-585-1103) if you are away from Acadia University campus. Click on the following link and select Occurrence Report on the right hand side of the page:
<https://www2.acadiau.ca/OHS/reporting.html>
8. If Acadia University research assistants were injured, they may also be required to complete a WCB injury report. They should reach out to their supervisor to request assistance in filling out the report found at www.wcb.ns.ca. See Claims, Forms for Workers, WCB Injury Report.

The following information is required:

1. Date of Accident: (DD/MM/YEAR)	
2. Accident location:	
3. Third party driver and vehicle:	
a) Driver name	
b) Driver phone number	
c) Driver email	
d) Take a photo of the insurance card or record the following: - Insurer name - Insurance policy number (on their insurance card)	
e) Take a photo of their vehicle registration card or record the following: - Make & model of the vehicle - Vehicle licence plate number	
f) Take photos of the damage to their vehicle. <input type="checkbox"/>	

g) Were there any suspected injuries to this driver or their passengers? If yes, describe below:

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4. Acadia University driver and vehicle:

a) Driver name	
b) Drivers licence number	
c) Drivers department	
d) Drivers work phone number	
e) Drivers email	
f) Take a photo of the vehicle registration card or record the following: - Make & model of the vehicle (on the registration card) - Vehicle licence plate - VIN	

g) Include photos of the vehicle damage plus photos of all four sides of the vehicle. ☐

h) Provide a description of the accident below:

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i) Enter names of passengers in Acadia University vehicle:

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j) Were there any suspected injuries to the Acadia University driver or passengers? If yes, describe below:

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