

# MOTORCYCLE / VEHICLE ACCIDENT INFORMATION SHEET

Before a motorcycle ride or trip with a friend or a group, it is wise for each person to complete this **Accident Information Sheet**. Inform others of where the sheet can be found on you or your motorcycle in case of an accident. Also, knowing where your documents below are located is helpful for others in the event you are not able to tell them. Leave copies at home and/or with your "Emergency Contact" person.

## Individual Information:

Name:

Address:

Telephone Numbers:

Date of Birth:

Family Physician:

Doctor's Address:

Known Medical Conditions:

Prescription Drugs You Take:

Medical / Drug Allergies:

Blood Type:

Any Regular Allergies:

MedicAlert Numbers:

Passport Numbers:

Driver's License Number:

## Emergency Contacts:

Contact Name 1

Relationship:

Telephone Numbers

Email:

Contact Name 2

Relationship:

Telephone Numbers

Email:

Contact Name 3

Relationship:

Telephone Numbers

Email:

## Out-Of-Country Medical/Travel Insurance:

Name of Insurance Co:

Policy Number:

Phone No in the event of an emergency in USA or Canada:

This Claim Number:

## Employee / Private - Medical / Dental Insurance Plan Coverage:

Provincial Health Card #:

Group Plan:

Policy No.:

Phone No:

This Claim Number:

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## CAA Plus:

Policy # :

24 hour Roadside assistance 1-800-222-4357

Cell user: \*222

Other member services: 1-800-561-8807

## Motorcycle / Vehicle Information:

Insurance Company Name: \_\_\_\_\_ VIN#: \_\_\_\_\_

Policy Number \_\_\_\_\_ Phone No: \_\_\_\_\_

Insurance Agent / Broker: \_\_\_\_\_

This Claim Number: \_\_\_\_\_

Year / Make of Motorcycle/Vehicle: \_\_\_\_\_

On Motorcycle/Vehicle-Verify VIN#: \_\_\_\_\_ Colour: \_\_\_\_\_

Motorcycle/Vehicle License Plate No.: \_\_\_\_\_

Motorcycle/Vehicle Registration: Check Owner: \_\_\_\_\_ VIN#: \_\_\_\_\_

## WHAT YOU NEED TO DO...

Should a motorcycle/vehicle accident occur, below are some points to consider. Always have pen and paper available to take notes during all conversations. Write down the time and date of conversations and the name(s) of person(s) you are talking to for each conversation. A digital or disposable camera can also be very helpful at the scene of an accident - take as many pictures from different angles as you can.\*\*

**A) Accident Scene:** Get as much information as possible, ie. location of accident, time, date, name of other driver, their home address, phone number, licence plate number, drivers licence number, DOB, vehicle registration, name of insurance company, policy number, make and color of vehicle, name and badge number of police officer (they usually have a business card). The police also will generate a *Police Occurrence Number* (report number) and this is important. Also, note other vehicle occupant number and names, if possible, weather conditions at time of accident and any pertinent road conditions. This is all helpful when you call the vehicle insurance company to establish a claim report for your friend. Also, do not forget to get names, addresses, etc., of all accident witnesses.

**B) Ambulance and Hospital:** Try and obtain an *Ambulance Occurrence Number*, doctor`s name, hospital name, address, phone and fax numbers.

**C) Medical Insurance:** The *medical insurance company*, that you call first to initiate a claim, becomes the “lead” in medical care. When you call: tell them who was injured; who you are; your relationship to the injured person; and, that you want to open a claim report for the injured person. They will ask questions about: the policy number, when the accident happened; the extent and nature of injuries; is the person at a hospital; were police involved; and, how the person was transported to hospital. The *Ambulance Occurrence Number*, doctor`s name, hospital name, address, phone and fax numbers will be necessary for the insurance company to fax papers for the patient to sign authorizing insurance company to proceed with a medical claim. A *Insurance Claim Number* will be provided by the insurance company for future reference.

**D) Vehicle Insurance:** Follow a similar process for the *motorcycle insurance company* who may want the same information plus any information you have on the other party ie. name, address, phone number, insurance company, policy number, accident particulars (if you have any), on duty police officer name, police station phone number (they usually have a business card), police Occurrence number (or report number), hospital information. A *Claim Number* will be provided for future reference.

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Always write down time and date of conversations and name of person you are talking to for each conversation. Take good notes and then give this information to injured person or their next of kin to follow up on the medical and vehicle claims.

As a Canadian, if you have an accident in the USA and need the services of a lawyer in the state of the accident, A.I.M. (Aid to Injured Motorcyclists) specializes in legal assistance to injured motorcyclists. In Canada their toll free number is 1-800-521-2425. In the USA their number is 1-800-531-2424. They have the legal contacts to help in motorcycle injury cases.

*(\*\*Both digital and film photos are now generally accepted as evidence in court but, the authenticity is also sometimes challenged. Consequently, take many pictures of the scene from different angles; and, control and document the picture chain-of-custody until presented in court, to avoid challenges of possible manipulation of digital and film pictures.)*

## Useful references for motorcyclists:

See website copy of the document: **"Motorcycle Accident Scene Management"**

<http://hurt911.org/motorcycle/biker-safety.html#safety>

<http://kottlerlaw.lawoffice.com/CM/FSDP/PracticePage/Personal-Injury/Motorcycle-Accidents.asp>