

MOTORCYCLE / VEHICLE ACCIDENT INFORMATION SHEET

~~~ OFFICIAL 2007 OVTC Edition ~~~

Before setting out on motorcycle rides and trips, complete this **Accident Information Sheet (AIS)** beforehand. Get your friends to do the same and tell them where the AIS can be found on you or your motorcycle in case of an accident. Also, know where your key documents (below) are located (your driver's license, vehicle ownership, insurance card, passport, personal medical information...). Leave copies at home and with your "Emergency Contact" person. Add another completed AIS if you are carrying a motorcycle passenger and, put some in your other vehicles.  
**"Be Organized - Be Prepared !"**

## Individual Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Family Physician: \_\_\_\_\_ Tel#: \_\_\_\_\_  
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: \_\_\_\_\_

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

Name of Insurance Co: \_\_\_\_\_  
Policy Number: \_\_\_\_\_ Phone No: \_\_\_\_\_  
This Claim Number: \_\_\_\_\_  
*(Take copy of insurance contract or leave with Emergency Contact)*

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

Ontario Health Card #: \_\_\_\_\_  
Policy/Group Plan 1 No: \_\_\_\_\_ Phone No: \_\_\_\_\_  
This Claim Number: \_\_\_\_\_  
Policy/Group Plan 2 No: \_\_\_\_\_ Phone No: \_\_\_\_\_  
This Claim Number: \_\_\_\_\_  
*(Take booklet or leave with Emergency Contact)*

## 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#: \_\_\_\_\_

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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.

Again, always write down time and date of each conversation and the name of the person(s) contacted. Take good notes and 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. Remember to take your Passport if going to the US and register if necessary with **Foreign Affairs - Consular Affairs:** (http://www.voyage.gc.ca/consular_home-en.asp) for **Travel and Medical advice.**

*(**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>

AIS Credits: JoanA. and RonM. (OVTC)

*This **Accident Information Sheet (AIS)** and notes are provided as a "helpful addition" to more authoritative accident process documents, manuals and guides which you may have available to you at your local library or on the Internet. Anyone using this information does so at their own risk and*

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