

Guidelines for Automobile Incident Reporting



Step 1 Stop and stay at the scene.

Step 2 Investigate the incident.

Step 3 Do not assume liability.

Step 4 Aid injured persons and call 911 for ambulance if necessary.

Step 5 Call for assistance according to the following scenarios . . .

Note: Regional Police must be called for all off campus accidents and incidents resulting in damage to public/private property.

Emergency

On Campus:

Call CSO 519-840-5000 or Ext 52000
or Call Police 911

Off Campus:

Call Police 911

Non-Emergency

On Campus or Off Campus:

Call CSO Ext 52245

Or Call Guelph Police Non-

Emergency Line at 519-824-1212

Step 6 Notify department supervisor.

Step 7 Obtain/exchange information upon direction of the Police.

Step 8 Complete University required documentation.

University Required Documentation

The two forms below must be completed following a vehicle incident:



Forms & Documents

1. Vehicle Incident Report Form
(Attach copy of Police Report if applicable)
2. Illness or Injury Incident Report Form
(Complete and submit regardless of injury)

- Illness or Injury Incident Report Form
- Vehicle Incident Report Form
- WSIB Injury Package
- PR Licensed Vehicle Policy
- U of G Vehicle Insurance Slip

- In the event of a workplace injury or illness, where outside medical assistance (health care) is required or may potentially be required, an Injury Package must be obtained by the employee.
- Your department supervisor will provide support in completing the required documentation.