Vehicle Incident Report Form

Fill in as soon as it is safe. Facts only.

1. When and where

Date	Time	Place (road, landmark, town)

Weather and road condition	Report completed by

2. Driver and vehicle

Driver name	Driver licence number	Phone

Vehicle registration	Vehicle description	Passengers or load

3. What happened (facts only)

Describe what happened, in order, in your own words

4. Injuries, emergency services and police

Anyone injured? (Yes / No) and details	Emergency services called? (Yes / No)	Police station and report number, if any

5. Other vehicle or party involved

Name	Phone	Vehicle registration

Vehicle description	Insurance company and policy number

6. Witnesses

Witness 1 name and phone	Witness 2 name and phone

7. Damage and photos

Describe the damage to your vehicle and to anything else

Photos taken (tick)

[ ] All four sides of each vehicle

[ ] Number plates

[ ] Close ups of the damage

[ ] Any road signs, marks or lights

[ ] The place and road, showing the position

[ ] Documents exchanged

8. Action taken and sign off

What was done at the scene, and who was told (supervisor, insurer, workshop)

Driver signature and date	Supervisor signature and date

Report to your insurer as soon as possible, and check your policy for any time limit. At the scene, stay calm, keep to the facts, and do not sign anything you do not understand. If anyone is hurt, call for emergency help first.

Free to print and share. Follow your vehicle manufacturer's manual and current local requirements.