



GENERAL INCIDENT OR LOSS REPORT



Please call Rick Jacques at (902) 467-0551 to report incidents as soon as you learn one has occurred. This form must also be completed with facts relating to the incident and sent immediately by email to valleytrailcoordinator@gmail.com. (Backup contact: Beth Pattillo, (902) 679-7715, bethpattillo1@gmail.com)

Name of Claimant / Driver:		Phone (H):		Vehicle Type:		Plate #:	
Master License #:		Phone (W):		Make/Model:			
Date of Birth:		Address:		OHV Registration:			
				OHV insurance company:			
Reported by:			Role:			Date Reported:	
Trail Group Name:		Region:		Witness Name:		Witness Phone:	
Town / City:		Witness Address:		City		Postal Code	

INCIDENT INFORMATION

Check the appropriate box. Fill out the incident information and, where applicable, the corresponding section below.

1. <input type="checkbox"/> Loss or damage to property		2. <input type="checkbox"/> Bodily injury to others		3. <input type="checkbox"/> Property damage to others		4. <input type="checkbox"/> General incident	
Location of Incident:		GPS Coordinates:		Nearest Road or Community:		County:	
Date of Incident:		Time of Incident:		Were the police or DNR contacted? <input type="checkbox"/> Police <input type="checkbox"/> DNR <input type="checkbox"/> NO		Date Reported to Police / DNR:	
						Police / DNR File No:	
Enforcement Officer's Name & Badge Number:			Detachment or region:			Telephone:	

DESCRIPTION OF INCIDENT / PROPERTY DAMAGE

This section must be completed. Provide a general outline here. Describe more fully in a separate memo, if information is readily available.

Name of Owner of Damaged Property:			Nature of Damage:				
Address		Town / City		Province		Postal Code	Phone:
Insurance Company:				Policy No.:			

BODILY INJURY TO OTHERS							
Name of Injured Person:			Age:		Nature of Injury:		
Address		Town / City		Province		Postal Code	Phone:
							Home: Work:

Note: Simply collect the information above to the extent possible. Do not interview the claimant. The insurance adjuster will conduct all investigations. Do not delay submitting this form due to incomplete information.