



Vanpool Collision Report

- Please check passengers for injuries and call 911.
- Call the vanpool emergency phone at 425-330-3527 to report the collision.
- Take pictures of all vehicles involved, including license plates.
- The driver involved in the collision must fill out the collision report, have each vanpool passenger fill out a courtesy card, and send all paperwork to vanpool@commtrans.org.

Vanpool number		Collision Date		Collision Time	
Vanpool Driver					
Reported by Name (First, Last)					
Phone		Email			
Address					
Law Enforcement Agency					
Report Number					
Where did the collision happen?					
Address or Intersection					
City		County			
Who was the other driver?					
Name (First, Last)					
Phone		Email			
Address					
License Plate Number			State		
Vehicle Year		Make		Model	Color
Insurance Company			Policy Number		
Who is the registered owner of the other vehicle?					
Name/Company Name					
Phone		Email			
Address					
Were there any witnesses or others involved that were not in the vanpool?					
Name (First, Last)			Phone		
Address					
Name (First, Last)			Phone		

Address					
Weather/Road Conditions					
Weather		Light Conditions	Road Conditions		Road Type
Clear	Cloudy	Daylight	Dry	Wet	Interstate/Freeway
Rain	Fog	Dawn/Dusk	Ice	Snow	Interchange Ramp
Snow		Dark (Street Lights)	Road Debris		Intersection
Other		Dark (No Street Lights)	Other		One-Way Parking Lot
		Other			Other
Vehicle Damage			Collision Diagram		
Note area(s) of damage on images below Attach pictures of all vehicles (include license plates)			Number each vehicle and show direction of travel with an arrow. Vanpool vehicle is #1. Write in street names.		
Please describe the collision					
(Here's an example: I was driving on I-5 NB, and traffic was heavy. We were going about 30 mph. I saw brake lights ahead so I started slowing. Another car suddenly moved into the lane in front of me and I had to brake hard to avoid hitting him. The car behind me then rear-ended me.)					
I certify under penalty of perjury and under the law of the State of Washington that the foregoing is true and correct.					
Signature				Date	

For Community Transit Only

Date	Sent to Risk	Photos	Incident log	Notified internal contacts
				7/17/2019