



Road Incident Damage Report Form

Submit to: regionalclerk@york.ca

Fax: 905-895-3031

The Regional Municipality of York is responsible for maintaining its roads according to certain legislated standards (Minimum Maintenance Standards found in the *Municipal Act, 2001 and Ontario Regulation 239/02*). Should you experience damage to your vehicle while driving on a road in York Region, you may submit a Road Incident Damage Report to the Region for investigation. York Region staff will conduct a fair and impartial investigation of liability on a without prejudice basis.

Date reported (mm/dd/yy)		Date (mm/dd/yy) and time of incident	
Name (first, last)		Home phone	
Street address		Business phone	
Town/City		Cell phone	
Postal code		Email address	
Name of Regional Road			
Lane traveled in			
Direction of travel			
Nearest Intersecting road			
Precise location description (street address, landmark building)			
Damage to vehicle			
Year/Make/Model/Kms on vehicle			

Condition (check all that apply):

Pot hole		
Debris on road (explain)		
Winter Maintenance		
Construction (explain)		
Other (explain)		

Check any items you are providing (check all that apply):

Repair bill/estimate(s)		
Photos		
Other (explain)		

Your claim will be assigned to a claims and risk analyst for handling.

You may choose one of the two options below:

1. Report the claim to your insurance company as required under the Ontario Automobile Policy. Your insurer will review/process your claim and then collect from The Regional Municipality of York if we are legally at fault.

OR

2. Repair the damage to your car immediately and await determination of liability by The Regional Municipality of York.

The collection of personal information in this form is authorized by section 11 of the *Municipal Act* and will be used for the purposes of processing your claim. Any questions relating to the collection of this personal information should be directed to Manager, Insurance & Risk at 905-830-4444 ext. 71656.

Revised Jan 2015