

Frequently Asked Questions

- Q1. If a collision report has been recorded using the ministry's collision application or submitted through electronic data transfer to the ministry, is it still necessary to provide the ministry with a paper copy of the report?
- A1. No, the ministry does not require a paper copy of any collision report that has been electronically submitted through these channels.
- Q2. What should be done with a partially completed self-reported collision report because all of the drivers involved have not yet come in to report?
- A2. The report should not be delayed beyond ten days. If the other driver(s) involved come in to report later, amend the original report with new information and submit within ten days.
- Q3. What should be done with a fail to remain collision report when the driver(s) have not been apprehended?
- A3. The report should not be delayed beyond ten days. If the driver(s) are later apprehended, amend the original report with new information and submit within ten days.
- Q4. How can injuries identified by driver(s) involved in a self-reported collision be recorded?
- A4. Self-reported collisions should involve property damage only and not personal injury. However, occasionally, individuals will attend a Collision Reporting Centre and report minimal injuries. An original self-reported collision may be submitted with injury level of none (0) or minimal (1) only. If greater injuries have been identified, amend the original report with the new information and submit.
- Q5. How can the use of hand held device(s) be reported when these have contributed to the collision?
- A5. If a driver/pedestrian was using an electronic hand held device at the time of the collision, then the driver/pedestrian condition must be recorded as Inattentive (08) and Hand Held Device (01) must be recorded in Special Studies.

- Q6. The ministry's application has automatically populated a Commercial Vehicle Operator (CVOR) Number. Can this CVOR number be changed or removed?
- A6. The ministry's application will automatically populate CVOR Number based on the Ontario plate recorded. However, there may be circumstances where another CVOR holder should actually be reported or the vehicle identified is exempt. The CVOR Number may be changed or removed in these cases. Please provide a statement or documents to support the change or removal of the CVOR Number.
- Q7. The driver claims the vehicle is a personal use pick up truck only and does not require a Commercial Vehicle Operator (CVOR) certificate. Can the CVOR Number automatically populated by the ministry's application be removed?
- A7. At the time of collision, if a pick up truck is being used for personal use, with no evidence of cargo, tools, or equipment normally associated for commercial purposes, then the CVOR Number automatically populated by the ministry's application may be removed. A pick up truck is a commercial motor vehicle with manufacturer's vehicle weight rating less than 6,000 kg (usually recorded on manufacturer's label found on driver side door jam). Please provide a statement or documents to support the removal of the CVOR Number.
- Q8. The vehicle has been identified as a short term rental, leased to an individual for no longer than thirty days, being used for personal purposes and not for compensation. Can the CVOR Number automatically populated by the ministry's application be removed?
- A8. Yes, the CVOR Number should be removed in these circumstances. Please provide a statement or documents to support the removal of the CVOR Number, ideally the lease agreement identifying the vehicle and duration of the lease.
- Q9. The vehicle has been identified as being leased to a party other than the plate holder. Can the CVOR Number automatically populated by the ministry's application be changed to the CVOR Number of the lessee?
- A9. Yes, the CVOR Number should be changed in these circumstances. Please provide a statement or documents to support the change in the CVOR Number, ideally the lease agreement identifying the vehicle and parties involved in the lease.