e-mail: R&E-PassengerTransport@rotherham.gov.uk

**RMBC TRANSPORT CONCERN REPORT SHEET**

**PLEASE USE THIS SHEET TO REPORT ANY CONCERNS YOU MAY HAVE, SUCH AS SCHOOL TRAFFIC SAFETY, CHILD PROTECTION, STAFF ISSUES, SAFEGUARDING, OTHER OPERATOR ISSUES**

**DO NOT USE THIS SHEET IF AN INCIDENT HAS ALREADY OCCURRED, IN SUCH CASES, YOU MUST FILL IN AN INCIDENT REPORT SHEET**

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| **NAME:** |  |
| **DATE & TIME:** |  |
| **LOCATION:** |  |
| **DETAILS OF CONCERN:****(use rear of this sheet if necessary)** |  |
| **WITNESS TO CONCERNS: (Name and Number)** |  |

**DRIVER/ASSISTANT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE & TIME RECEIVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RECEIVED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please use the space below to indicate immediate corrective action.**

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**Please use space below to provide a statement of facts, including all information and actions taken. Failure to provide full, clear details could result in this form being returned to you to resubmit further details.**

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