

e-mail: [R&E-PassengerTransport@rotherham.gov.uk](mailto:R&E-PassengerTransport@rotherham.gov.uk)

## RMBC TRANSPORT INCIDENT REPORT SHEET

PLEASE USE THIS SHEET TO REPORT ANY INCIDENT YOU HAVE WITNESSED, SUCH AS CHILD BEHAVIOUR, MEDICATION OR STAFFING ISSUES, PARENT/CHILD ABSENT, ETC.

IF THERE IS A CAUSE FOR CONCERN, BUT YOU HAVE NOT WITNESSED AN ISSUE, FOR EXAMPLE SAFEGUARDING, YOU MUST FILL IN A CONCERN REPORT SHEET

Date/ Time of Occurrence:	
Name of Passenger:	
Operator Name:	
Route Name & Code:	
Driver Name:	
P.A Name: (where applicable)	
Location of Occurrence:	
Witness Details: (Where Appropriate)	

**OCCURRENCE TYPE: (Please Highlight)**

Parent Absent  
Medication Issue

Child Absent

Child Late

Child Behaviour

Staffing Issue  
Other Issue

School Issue

Vehicle Late

Vehicle Failure

Road Traffic Collision (with passengers)  
Equipment Issue

Vandalism to Vehicle

If 'Other Issue' please provide a description:

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**Driver/Assistant/Operator Signature:**

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**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_