Incident report: vehicle incident

A plain form for recording what happened after an incident. Write it the same day, in the words of the people who were there.

Example / general information, not legal advice. Edit it to suit your workplace and check current rules with your regulator.

ABOUT THIS REPORT

Report number

Date and time of the incident

Date and time reported

Site and exact location

PEOPLE

Person involved: name, role and employer

Witnesses and how to reach them

Supervisor on duty

WHAT HAPPENED

Account in the person's own words

What they were doing just before

Sequence of events, with times

VEHICLE INCIDENT: SPECIFIC QUESTIONS

Vehicle type, registration and odometer reading

Driver, licence class and hours on shift

Road or track, surface, weather and light

Speed, direction and load carried

Other vehicles or people involved, with contact details

Damage to vehicle and property, with photos of each side

Injuries, medical help, and whether police or an ambulance attended

STRAIGHT AFTER

Medical help given, and by whom

Area made safe, and how

People told, and when

NOTIFICATIONS AND FOLLOW-UP

Regulator contacted (yes or no), with the time and the person spoken to

Investigation lead

Actions to stop it happening again

Due dates and sign-off