

# Community Bus Accident/Incident Report Form

Must be completed on any occasion of theft, accident, vandalism, negligence etc. and returned to the Shire Administration immediately including the Police Incident Report Number (if applicable).

Report can be lodged by:

- **Email:** [shire@kellerberrin.wa.gov.au](mailto:shire@kellerberrin.wa.gov.au)
- **Mail:** Po Box 145 KELLERBERRIN WA 6410
- **In person:** Shire Office - 110 Massingham Street Kellerberrin

Terms and conditions for the hire of Shire Community Bus were included at the time of the application which has been signed by the appropriate party.

Any questions or queries, do not hesitate to contact the Shire of Kellerberrin on (08) 9045 4006 or [shire@kellerberrin.wa.gov.au](mailto:shire@kellerberrin.wa.gov.au) who will assist you.

## 1. Personal Details

Date of Report		Time of Report	
Name of Person Reporting			
Contact Number		Email Address	

## 2. Incident Details

Date of Incident		Time of Incident	
Location of Incident			
Was the Community Bus in Operation at the Time?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Driver's Full Name		Driver's Licence Number	

## 3. Description of Incident

(Please provide a full description of the incident. Include events leading up to it, what occurred, and any contributing factors.)

## 4. Damage/Injuries

Damage to Community Bus	<input type="checkbox"/> None <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Severe
Description of Damage:	

<b>5. Witnesses</b>			
a) Name		Contact Number	
b) Name		Contact Number	

<b>6. Photo Attachments</b>			
<input type="checkbox"/> Photographs Attached (Compulsory for damage)			

<b>7. Declaration</b>			
I declare that the information provided in this report is true and correct to the best of my knowledge.			
Signature of Person Reporting		Date	

\_\_\_\_\_ **OFFICE USE ONLY (Shire of Kellerberrin)** \_\_\_\_\_

Received By		Date Received	
Recorded	<input type="checkbox"/> Yes <input type="checkbox"/> No	Record Number	
Action Taken/ Comments			
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