Incident report template

Incident

|  |  |  |  |
| --- | --- | --- | --- |
| Who was involved? |  | Driver licence number/s |  |
| What happened? |  |  |
|  | Weather conditions |  |
| Where did it happen? |  |
| When did it happen? |  | Date |  | Time |  |
| Were there any contributing factors? |  |
| Injuries to anyone, who and what |  | Damage to vehicle |  |
| Reported to |  | Date and time |  |

Diagram

|  |
| --- |
|  |

Property (including vehicle) damage

|  |  |
| --- | --- |
| Type and extent of damage |  |
| Vehicle registration number/s |  |
| Supporting evidence/photos | Yes/No |

Injuries

|  |  |
| --- | --- |
| Type of injury |  |
| Name of injured persons |  |

Emergency attendance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Police | Yes/No | Fire | Yes/No |  Ambulance | Yes/no |
| Towage | Yes/No |  |  |  |  |