

NOTIFICATION OF VEHICLE INCIDENT

Date	1/06/2017
Policy Number	BCOC2-F6
Status	Version 1
Approved by Board on	14/05/2018
Scheduled review date	Annually, or as dictated by legislative requirements.

Obligation to report vehicle incidents

All vehicle incidents must be reported to the Safety Contact Person within 24 hours of an incident occurring.

Name of Driver _____ Mobile No _____

Vehicle Description: _____ Registration No _____

1. What happened? Provide a description of events leading up to the incident and the incident itself.

2. When did the incident happen? Date: (dd/mm/yy) _____ Time: (24 hour clock) _____

3. Where were you travelling from and to? From: _____ To: _____

4. What services attended? Ambulance Police Fire Brigade Other (specify): _____

5. What type of incident was it? Collision with (specify)

bicycle motorbike truck bus car infrastructure tram train person

other (specify) _____

6. Where did the incident happen? (Location including building number, street name & suburb/town as applicable).

7. Was there a loss of control of the vehicle or significant damage to property? Yes No

If Yes, choose which applies: Loss of control Significant damage to property

8. Were any persons seriously injured or killed as a result of the incident? Yes No

Seriously Injured				Fatalities			
Number of	Adult	Child (Under 18 years)	Unknown	Number of	Adult	Child (Under 18 years)	Unknown
Leaders				Leaders			
Passengers				Passengers			
Others				Others			

9. Was an alcohol and/or drug test conducted on the driver? No Yes

If Yes, what were they tested for and what was the result?

Alcohol Result Negative Positive Drugs Result: Negative Positive

Acknowledgement

By completing this section, I acknowledge that:

- The information provide in this notification is true and correct; and
- I understand it is an offence to provide any false and misleading information and that penalties apply.

Name: _____ Date: _____

Signature: _____ Mobile No: _____

Related Policies

See the Transport Safety Policy and Driver's Declaration Form distributed alongside this Form and others on the church website – www.berwickchurch.org.au/policies.

Safety Contact Person

Name:	Karen Fletcher
Phone number:	9702 1011
Email:	karenf@bcoc.com.au
Other contact details:	Church Office: 9702 1011 (Mondays to Thursdays)

Applicable Legislation, References and Other Policies

Item	Description
Victorian Road Laws	Go to Vic Roads: www.vicroads.vic.gov.au
Bus Safety Act 2009 & Bus Safety Regulations 2010	The Bus Safety Act 2009 and the Bus Safety Regulations 2010 are designed to promote an improved safety culture across bus operations, and apply to all commercial and non-commercial operations.
Marine Safety Act 2010 (Vic) & Marine Safety Regulations 2012 (Vic)	The Marine Safety Act 2010 (Vic) and the Marine Safety Regulations 2012 (Vic) are designed to improve safety on Victorian waterways and ensure a safe environment for recreational and commercial boating.