

Road Traffic Incident

RTI Form 1: Side 2: Record of Incident

This form must be completed when an incident involving the bus occurs and which results in injury to persons or animals or damage to third party property or to the bus requiring repair.

To be completed at the scene and passed to the Treasurer or Chairman as soon as possible.

If the driver is incapacitated, this form should be completed by a passenger.

Please complete both sides of sheet.

CCT driver's name	
Date and time of incident	
Place where incident occurred	
Weather at time of incident	
Road conditions (e.g. wet/ dry/muddy / frozen / etc)	
Circumstances of incident. Make sketches of situation before and after collision. Take a photograph if possible, (camera in emergency pack).	
Form completed by:	Date:

Please turn over