

TAS INCIDENT REPORT FORM

TO BE COMPLETED AND RETURNED TO TAS WITHIN 24 HOURS OF THE INCIDENT

**IF THE INCIDENT FORM RELATES TO A SAFEGUARDING CONCERN, TAS WILL
REQUIRE THE FORM AS SOON AS POSSIBLE FOLLOWING THE INCIDENT
WITHIN ONE HOUR.**

Please read the following guidance before completing this incident form. Any form/s found to be lacking in detail, or not giving an adequate account of any incident will be returned for more thorough completion. If this is sent back to you, TAS require it to be returned within one hour.

The information provided should include as much detail as possible and be an accurate account from the person/s involved. You must ensure all information is included, as our ability to investigate the situation fairly and comprehensively will depend on the information provided here.

You should avoid opinions or bias, and the completed form should be a true reflection of the incident as it happened. Please avoid stating 'I think' or 'I feel' regarding the information provided – we require only your accurate account of the facts of the situation. This form will be used to support any investigation TAS or an external agency may undertake. As such, it is essential this is completed accurately and as honestly as possible.

If you have difficulty completing this form, please contact your operator who will be able to provide support.

Safeguarding, and the well-being of our passengers, parent/carers, transport staff and learning establishment staff is everyone's responsibility.

Your account should include, but not be limited to, the following points:

Did anything instigate the incident?	<i>name person/s involved, explain situation leading up to incident, any other triggers?</i>
Is this the first time this has happened?	<i>Detail whether this is the first occurrence of this incident – if it has happened previously, explain how frequently this happens/how many times it has happened before/what was done to avoid it happening again?</i>
What did the team do to avoid the incident?	<i>name person/s involved, explain de-escalation strategies applied, outline effect this had on situation</i>
What did the team do during the incident?	<i>name person/s involved, explain what staff did during the incident and what effect this had</i>
What was the result / outcome?	<i>Explain the outcome of the situation – was it brought to a satisfactory conclusion? If not, why not?</i>
Who was this reported to?	<i>Explain who this was reported to, when it was reported, and what the outcome of this was</i>
Who has been informed?	<i>Has the school been informed? Is the parent/carer aware? Were emergency services contacted? Has anyone else been contacted?</i>
Do you have any thoughts/ideas/suggestion?	<i>Following reporting, do you as the member of staff transporting the individual have any ideas on what could be done to avoid this?</i>

TAS Incident report form

Date of incident:	Date form completed:
Time of incident:	FPS No:
Operator:	Establishment:
Drivers Name: Vehicle Reg:	PA's Name(s):
Drivers TAS Number:	PA's TAS Number(s):
Passenger(s)/person(s) involved in the incident:	
Description of incident:	
Continue on separate sheets as necessary	

Are there photos to attach to the report?

Yes / No

I certify that this is an accurate account / record of the incident:

Name of person completing the form			
Signature of person completing the form			Date:
Are you the person who witnessed the incident		YES / NO	
Signature of person(s) who witnessed the incident if different from above	Signature one	Signature Two	Date

Please return to travel_assistance@sandwell.gov.uk 0121 569 4888