



# SCHOOL SAFETY PATROL INCIDENT REPORT

(must be completed and submitted within 48 hours of the incident)

**Contact your local law enforcement, or School Resource Officer to report this incident before completing this form.** This form is for CAA Saskatchewan reference only. All incident reports will be reviewed and processed by the CAA School Safety Patrol Coordinator.

*Please send the completed form along with any photos pertaining to the incident via email to [schoolsafetypatrol@caask.ca](mailto:schoolsafetypatrol@caask.ca) or fax 306.949.4461.*

School Name:

School Address:

No.

Street

P.O. Box or R. R. No.

City /Town

**Saskatchewan**

Province

Postal Code

Date of Incident:

Time of Incident:

Location of Incident (i.e. address/intersection? Please provide as much information as possible regarding the location):

Name of Patroller(s) Involved:

Number of Patroller(s) Involved:

## Coordinator or Person Reporting Information

First Name:

Last Name:

Email Address:

Phone Number:

Adult:

Teacher:

## Witness Information

First Name:

Last Name:

Email Address:

Phone Number:

Adult:

Teacher:

### Description of Vehicle

License Plate Number:

Colour:

Make and Model:

Year (Older/Newer):

Number of Doors:

Vehicle Condition:

Clean

Dirty

Rusted

Tinted Windows

Damaged

Other Descriptors of the vehicle:

### Description of Driver

Gender:

Age:

Glasses:

Ethnicity:

Hair:

Facial Hair:

Other Descriptors:

Description of Passenger(s):

Number of Passenger(s):

Has this been an ongoing  
problem with this vehicle?

With a number of vehicles?

Is this a one-time incident?

### **Detailed Description of the Incident**

*Please include as much information as possible i.e. direction of vehicle, were patrollers on the street or sidewalk, number of students crossing/about to cross, any injuries, etc.*

**REMINDER: Please contact local law enforcement to report this incident.**

*Thank you for contacting CAA Saskatchewan.*

Please send the completed form along with any photos pertaining to the incident to the CAA School Safety Patrol Coordinator, at [schoolsafetypatrol@caask.ca](mailto:schoolsafetypatrol@caask.ca), fax: 306.949.4461