



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 Madelaine Michell, CAA School Safety Patrol Coordinator.

Please send the completed form along with any photos pertaining to the incident via email to 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 Madelaine Michell, CAA School Safety Patrol Coordinator, at schoolsafetypatrol@caask.ca, fax: 306.949.4461 or call: 306.310.6222 ext. 0983 with any questions you may have.