

# INCIDENT REPORT - TWIN FALLS SCHOOL DISTRICT

DATE OF OCCURRENCE: \_\_\_\_\_ TIME \_\_\_\_\_ LOCATION: \_\_\_\_\_

CHECK ALL THAT APPLY:  VEHICLE \_\_\_  INJURY \_\_\_  PROPERTY \_\_\_  OTHER \_\_\_\_\_

*Please specify*

**FOR SERIOUS INJURY, PROPERTY DAMAGE, OR THEFT, REPORT IMMEDIATELY**

**DESCRIBE INCIDENT IN DETAIL:** (attach any additional documentation and use additional page if necessary)

## VEHICLE:

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ VIN# \_\_\_\_\_ School Owned? \_\_\_\_\_ *If no,*  
Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Ph: \_\_\_\_\_ Police Report? \_\_\_\_\_  
Reason for use \_\_\_\_\_  
Driver \_\_\_\_\_ Passengers \_\_\_\_\_

**INJURY:** (For employment related injury, DO NOT USE THIS FORM; contact your supervisor regarding Worker Compensation)

Name: \_\_\_\_\_ Age \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Contact Info: \_\_\_\_\_  
Doctor or Treating Facility: \_\_\_\_\_ PH \_\_\_\_\_  
Extent of Injury \_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Contact Info: \_\_\_\_\_  
Doctor or Treating Facility: \_\_\_\_\_ PH \_\_\_\_\_  
Extent of Injury \_\_\_\_\_

-----Use additional pages if necessary-----

## PROPERTY DAMAGE:

Owner \_\_\_\_\_ Address: \_\_\_\_\_ PH \_\_\_\_\_  
Other insurance? \_\_\_\_\_ Company/Agent: \_\_\_\_\_ policy# \_\_\_\_\_ PH \_\_\_\_\_  
Describe Property \_\_\_\_\_  
Description of Damage \_\_\_\_\_ Estimate of loss \_\_\_\_\_

## OTHER:

## WITNESSES:

Name \_\_\_\_\_ Address \_\_\_\_\_ PH \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ PH \_\_\_\_\_  
Comments: \_\_\_\_\_

DESCRIBE THE CONDITIONS/ACTION THAT CAUSED OR CONTRIBUTED TO THE INCIDENT:

DESCRIBE THE ACTION(S) THAT HAVE BEEN TAKEN TO PREVENT A RECURRENCE:

REPORTED BY- (Name) \_\_\_\_\_ Date \_\_\_\_\_ Time: \_\_\_\_\_  
TITLE/DEPARTMENT \_\_\_\_\_ Contact Info: \_\_\_\_\_

### REPORT INCIDENTS PROMPTLY TO: ERICA PARROTT

Twin Falls School District No. 411, Risk Management, 201 Main Avenue West, Twin Falls, Idaho 83301

PHONE: (208) 732-7515 FAX: (208) 733-8474 E-Mail: parrotter@tfsd.org