**Road Safety Initiative - Incident Report Form**

This form is for all road users (i.e. pedestrians, cyclists, drivers and local residents) to report incidents of dangerous or inconsiderate driving and parking in the vicinity of Kenningtons Primary Academy.

As a school, we believe it is important that the surrounding environment is made as safe as possible and we ask that you please report any incident you are concerned about.

Details provided on this form will be treated confidentially and forwarded to the Police and Local Authority so that they can make informed decisions on how best to proceed. Please note that the Police may wish to speak with you for further information following a submitted Incident Report Form.

Examples of incidents that should be reported include: Driving too fast, failure to give way, inconsiderate parking causing an obstruction to the road, driveways or pavement, boxing-in other vehicles, using the school entrance for turning, leaving the engine running while parked or waiting and any threatening or intimidating behaviour.

**Incident Report**

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| **Date of Incident: Time of Incident:** |
| **Vehicle Registration:** |
| **Driver Identity, if known:** |
| **Please write a brief description of the incident, including the location:** |
| **Reported by: Date:** |
| **Signature: Contact telephone number:** |

***Note:*** *Please take care not to endanger yourselves in the cause of establishing Vehicle Registration e.t.c*