



## WHITTLESEA BICYCLE USERS GROUP INCIDENT REPORT FORM

For an incident occurring on a Whittlesea Bicycle Users Group (BUG) bike ride, please complete this incident report form.

Note that an incident may be **serious** or **minor**. A **serious incident** is an event that involves serious injury to a rider and/or significant damage to property and/or involves a third party (e.g., a motor vehicle driver or pedestrian) or anything else that you consider may result in repercussions to you, others on the ride or Whittlesea BUG. A **minor incident** is any other incident considered worthy of reporting to Whittlesea BUG.

**Do not** admit any liability to anyone for any accident, serious or minor.

Keep a copy of the completed form and send the original to Whittlesea BUG. Attach additional pages and documents as required.

Ride leader name: .....

Ride name: .....

Incident date: ..... Time: .....

Was the incident serious or minor? (Delete whichever does not apply)

Location of the incident (district/suburb, road, and distance from crossroads):

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People involved in incident (riders and others) – name and phone numbers:

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Witnesses to incident (and consequences if appropriate) – name and phone numbers:

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What happened – description with diagram if desirable, including cause (if known), consequences (if relevant), people transported away, bicycle transported away, others informed (emergency contacts, etc.) – details of ambulance and police attendance in next sections:

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WHITTLESEA BICYCLE USERS GROUP INC.  
No. A0055678W



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If an ambulance attended, give details of what occurred and where any injured people were taken:

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If reported to police, give details of the report, attending police officers (name and number), and police reference numbers:

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Obtain a statement from those involved in the incident (if possible) and include with the report:

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Name: ..... Contact phone: .....

Signature: ..... Date: .....

Whittlesea Bicycle Users Group Inc.  
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whittleseabug@gmail.com