



Department of Human Services
Office of Facilities and Support Services, Transportation Services Section
Regional Transportation Office Accident and Incident Follow-Up Reporting Form

The Regional Transportation Office (RTO) completes this form to provide follow up information on reported accidents or incidents and submits to the District Operations Manager and DHS Risk Management.

Follow-Up Forms Included:

Police Report

Statements

Agency Report

Inspection Report

Other*

*Describe "other" forms included:

Initial Reporting Details

Date of Occurrence: _____ Region: _____

Contractor/Subcontractor/HSP Name: _____

Vehicle Owner and Vehicle/Tag Number: _____

Follow-Up Details:

Date of Last RTO Inspection: _____

Date Follow-Up Report Submitted to RTO: _____

Follow-Up Information Provided By: _____

Describe the information included in this follow-up:

Resolution and steps taken to prevent future similar occurrences:

Date of Final Resolution: _____