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| **Student Name** | Click or tap here to enter text. | **Date** | Click to enter date |

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| Write an incident report | | |
| Target core skills This task covers ACSF Writing and Oral communication at Level 3. | | |
| Target audience This task has been developed for the rail industry. | | |
| Content coverage This task includes a scenario that needs to be read out to the candidate – the information included in the scenario provides the detail for the candidate to complete a Driver Incident Report. | | |
| Instructions to assessor Ask the candidate to:   * read over the form that will need to be completed * listen to the details of the accident * take detailed notes from the information the assessor reads * complete the Driver Incident Report using their notes.   Read the scenario slowly and clearly giving the candidate time to note the details. Repeat the scenario if requested, but don’t give the written scenario to the candidate.  Encourage the candidate to ask questions to clarify information. | | |
| ACSF mapping | | |
| **Question** | **ACSF skill level indicator** | **Domain of Communication** |
| Notes | 3.05 3.06 3.07 3.08 | Workplace and employment and/or  Education and training |
| Report | 3.05 3.06 |

# Write an incident report

It is Thursday 23rd of August, 2016 and you are driving a freight train number N367 from your base deport in Seymour, to Melbourne – a trip of 112 km. You depart on schedule at 14:25. You are driving south along the main line and coming up to a bi-directional section and the signals direct you west. You are travelling at the normal track speed of 95km/h. You are approximately 14.5 kilometres from Seymour at 14:55 when you see a crew of maintenance workers and a vehicle on the track ahead! Oh no! You immediately apply the emergency breaks and sound your horn.

The crew quickly runs from the line but a vehicle remains parked on the track. You are able to stop the train about 25 metres from the vehicle, and luckily, no-one is hurt and there is no damage to the train, the track or the vehicle.

You feel shaken and get out of the cab to check that everyone is OK. You advise your manager of this incident at 15:05. At 15:10 you hear your manager give the signaller an instruction to set the bi-directional section of the track to East. The maintenance crew moved their vehicle off the track so that you could clear the bi-directional section and resume your trip to Melbourne at 15.15.

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| **REGION TRAINS** | | | **Driver Incident Report** | | | | ***Incident No:***  *(To be completed by Manager)* |
| F5–479–2.2013.V1 | | | *This report must be completed prior to finishing shift.* | | | | |
| **Driver’s name** | | | Click or tap here to enter text. | | | | |
| **Depot** | | | Click or tap here to enter text. | | | | |
| **Train number** | | | Click or tap here to enter text. | | | | |
| **Contact number** | | | Click or tap here to enter text. | | | | |
| **Details of Incident** | | | | | | | |
| **Date** | Click or tap to enter a date. | | | **Time** | | Click or tap here to enter text. | |
| **Location from** | Click or tap here to enter text. | | | **Location to** | | Click or tap here to enter text. | |
| **Cause** | Click or tap here to enter text. | | | | | | |
| **Incident Description** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Incident reported** | | Yes  No | | **Reported to** | Line Manager | | |
| **Driver’s signature** | |  | | | | | |
| *Submit form to manager as soon as possible. Next review date 12/12/2017* | | | | | | | |