

### Incident Report Template

Name and role of person completing this form:  
 [Redacted] - Bus Driver Bus 2

Signature of person completing this form:  
 [Redacted]

Date: 2/13/2018

#### Incident

Date and time of incident: 3:35 pm

Name/s of person/s involved in the incident:  
 [Redacted] - st Bernard State School

Description of incident:  
 [Redacted] departed bus with their [Redacted]  
 [Redacted] ran out in front of an oncoming car on Contour Drive, narrowly being hit. The driver of the car was very shaken.

Witnesses (include contact details):  
 Bus 2 students and [Redacted]

#### Reporting of the incident to

Incident Reported to: [Redacted]	Date: 2/13/18
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How (this form, in person, email, phone):  
 By phone, then in writing.

#### Follow Up Action

Description of actions to be taken:

22.3.18 SBSS was notified of incident by phone.  
 22.3.18 Parent could not be contacted, School was to contact parent.  
 23.3.18 [Redacted] called parent again to make sure they were notified - spoke to mother [Redacted]

Rel

**Danny Z Gabriele**

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**From:** Steve Z Ketley  
**Sent:** Monday, 4 June 2018 6:44 PM  
**To:** Tracey L Skapa  
**Cc:** Felicity Morris; Lance N Maxwell  
**Subject:** Re: Incident-school students hit by vehicle

Thanks Tracey.

Lance can you note Traceys email and send to Gerida for her information and next steps advice (if any is required?).

I'll leave this one with you, but I think Brisbane should have it on their radar as it was a serious accident, witnessed by one of TL's partner drivers.

Steve

**Steven Ketley**

State Representative

Gold Coast Light Rail

**Department of Transport and Main Roads**

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Level 8 | 12 Marine Parade | Southport QLD

PO Box 10420, Southport QLD 4215

t 5555 4614 | m

e [steven.z.ketley@tmr.qld.gov.au](mailto:steven.z.ketley@tmr.qld.gov.au)

w [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

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**From:** Tracey L Skapa  
**Sent:** Monday, 4 June 2018 5:16 PM  
**To:** Steve Z Ketley  
**Cc:** Felicity Morris; Lance N Maxwell  
**Subject:** RE: Incident-school students hit by vehicle

Hi Steve,

We are not aware of an established process for incidents of this type.

There is a process for when a 'child is left behind' by a PT service. This requires the completion of a form that outlines the incident. This form is then forwarded to Gerida, the Regional Manager and to [media@translink.com.au](mailto:media@translink.com.au)

If you wish, I could forward the email I sent to you onto the media team.

Kind regards

**Tracey Skapa**

**Senior Operations Officer (Passenger Transport)**

Gold Coast Directorate

**TransLink** | Department of Transport and Main Roads

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Level 8 | 12 Marine Parade | Southport Qld

PO Box 10420, Southport Qld 4215

t: 5585 1868 | f: 5585 1858

m

e: [tracey.skapa@translink.com.au](mailto:tracey.skapa@translink.com.au)  
w: [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

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**From:** Steve Z Ketley  
**Sent:** Monday, 4 June 2018 4:48 PM  
**To:** Tracey L Skapa <[Tracey.Skapa@translink.com.au](mailto:Tracey.Skapa@translink.com.au)>  
**Cc:** Felicity Morris <[Felicity.Morris@translink.com.au](mailto:Felicity.Morris@translink.com.au)>; Lance N Maxwell <[Lance.Maxwell@translink.com.au](mailto:Lance.Maxwell@translink.com.au)>  
**Subject:** Re: Incident-school students hit by vehicle

Thanks for the information Tracey.

What is the normal process now?  
DG brief fyi? Mins? DDG only?  
Need to message up I would have thought given the seriousness.  
Please advise.

Steve

**Steven Ketley**  
State Representative  
Gold Coast Light Rail  
**Department of Transport and Main Roads**

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Level 8 | 12 Marine Parade | Southport QLD  
PO Box 10420, Southport QLD 4215  
t 5555 4614 | m Not Relevant  
e [steven.z.ketley@tmr.qld.gov.au](mailto:steven.z.ketley@tmr.qld.gov.au)  
w [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

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**From:** Tracey L Skapa  
**Sent:** Monday, 4 June 2018 4:44 PM  
**To:** Steve Z Ketley  
**Cc:** Felicity Morris  
**Subject:** Incident-school students hit by vehicle

Good afternoon Steve,

Removed Tamborine Mountain Coach Service advises that on Friday afternoon 1<sup>st</sup> June, two students from St Bernard's Primary School exited the bus with Removed The bus driver drove on for approximately 100 meters then witnessed from his side mirror the two primary school students running in front of a moving vehicle. Both children were struck by the vehicle.

The driver who also works as an Emergency Services Officer, followed procedures (stopped the bus, chose a high school student to be in charge and attended the scene to provide CPR). The ambulance arrived in 5 minutes and took over. The driver carried on and completed the school service.

Removed

Removed telephoned Removed today who reported both children Removed  
Removed He said he will check with her again in a few weeks to see how they are.

St Bernard's school have provided counsellors at the school today for students and parents to talk to.

If there are any further developments I will let you know.

Not Relevant

Kind regards

**Tracey Skapa**

**Senior Operations Officer (Passenger Transport)**

Gold Coast Directorate

**TransLink** | Department of Transport and Main Roads

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Level 8 | 12 Marine Parade | Southport Qld

PO Box 10420, Southport Qld 4215

t: 5585 1868 | f: 5585 1858

m: Not Relevant

e: [tracey.skapa@translink.com.au](mailto:tracey.skapa@translink.com.au)

w: [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

Released under RTI - DTMR

**Danny Z Gabriele**

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**From:** [Removed]  
**Sent:** Tuesday, 5 June 2018 11:34 AM  
**To:** Tracey L Skapa  
**Subject:** Tamborine Mountain Coaches  
**Attachments:** Tamborine Mountain Coaches 1st June 2018.docx

Hi Tracey,

Sorry for the delay.

Attached is the report requested.

[Removed] contacted the Tamborine Mountain Police yesterday for the statement, however as we were not directly involved, we were given a job number.

Please let me know if you need anything else

Nic

***Tamborine Mountain Coaches***

[Removed]

***Mobile:*** Not Relevant

***Office: 07 5545 1298***

***Fax: 07 55452730***

Released under RTI - DTMR

To Whom it May Concern,

On Friday the 1st of June 2018 at approximately 3.30pm, I, [REMOVED] was driving bus No 2 for Tamborine Mountain Coaches to Long road from TMSHS. I dropped off [REMOVED]

[REMOVED]

[REMOVED]

[REMOVED]

I then proceeded to drive on and finish my school run. I was at least 100 metres further on when I noticed in my mirror that [REMOVED] had ran out in front of an oncoming car and had been hit.

I quickly pulled the bus over and turned the bus off. As I carry manly all High School students, I put 4 senior students in charge to keep the students quiet and on the bus away from the scene.

I then proceeded to run up the road on foot, as a first responder I quickly dialled Triple Zero to emergency services as the driver was in shock. [REMOVED]

[REMOVED] Within minutes of calling the ambulance services they arrived as well as Police, [REMOVED] a teacher from Tamborine Mountain State High School also arrived and assisted with the emergency at hand.

This allowed me to leave the scene and carry on with the bus run.

This was all reported to [REMOVED] at Tamborine Mountain Coaches.

[REMOVED]

[REMOVED]

[REMOVED] I also contacted my company Tamborine Mountain Coaches and a report was documented. Tamborine Mountain Coaches contacted St Bernard State School regarding my concerns and they also contacted the children's mother.

Following this incident, [REMOVED] has been following up on my wellbeing and counselling was offered.

All Tamborine Mountain Schools were notified. They held meetings yesterday 4<sup>th</sup> June 2018 & counselling was offered with all the students involved.

Each school also discussed road safety with their students.

[REMOVED] spoke to each driver at Tamborine Mountain Coaches regarding the incident.

I wish the children a speedy recovery and hope a lot of lessons can be learnt from this

Kind Regards [REMOVED]

Bus driver Tamborine Mountain coaches

A police report was filed - [REMOVED] owner of Tamborine Mountain Coaches contacted the Tamborine Mountain Police however as the Bus company was not involved in the incident, police could not issue the statement, however were given a job number QP1801001526

Officer: [REMOVED] Tamborine Mountain Police