*Weekly Incident Report*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Items to Report to Safety and Maintenance Department  Maintenance Issues > $100.00 of total loss | | | | | | | | | | |
| **Employee Name** | **Date of Incident** | | **Truck/Trailer # Involved:** | | **Nature of Incident** | | **Outcome of Incident** | **Depending on Severity, reported to safety/maintenance via:** | | |
|  |  | |  | |  | |  | Phone/Text/Email/Other | | |
|  |  | |  | |  | |  | Phone/Text/Email/Other | | |
|  |  | |  | |  | |  | Phone/Text/Email/Other | | |
|  |  | |  | |  | |  | Phone/Text/Email/Other | | |
|  |  | |  | |  | |  | Phone/Text/Email/Other | | |
| Items to Report to HR Department | | | | | | | | | |
| **Employee Name** | | **Date of Incident** | | **Was it related to:**   1. Performance 2) Policy   3) Work-Comp 4) Other | | **Outcome or What is needed from HR?**  (Ex: write-up, contact employee, disciplinary action, etc.) | | | **Depending on Severity, reported to HR via:** |
|  | |  | |  | |  | | | Phone/Text/Email/Other |
|  | |  | |  | |  | | | Phone/Text/Email/Other |
|  | |  | |  | |  | | | Phone/Text/Email/Other |

|  |  |  |  |
| --- | --- | --- | --- |
| Absentee Information | | | |
| **Employee Name** | **Date of Absence** | **Paid or Unpaid** | **Pre-approved or Un-approved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Other Notes (Terminations, transfers, etc.)**

Other Notes: