

# Idaho STAR Program Accident/Incident Report

This report must be completed for ANY accident/incident regardless of how minor or severe.  
Fill out a separate report for each person/motorcycle involved. Questions should be directed to the STAR office,  
(208) 639-4540. For emergencies, first call 9-1-1, then call the STAR On-Call, (208) 639-4554.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Site: \_\_\_\_\_ Instructor: \_\_\_\_\_

Course Name: \_\_\_\_\_ Ex. #: \_\_\_\_\_  Staging STAR Bike #: \_\_\_\_\_  
(if applicable)

Person Involved:  Instructor  Student  Other: \_\_\_\_\_

Person's (legal) Name: \_\_\_\_\_

### Nature of Injury (check all that apply):

- None
- Complaint of Pain
- Heat Exhaustion
- Abrasion/Contusion
- Dislocation
- Other: \_\_\_\_\_
- Burn
- Sprain/Strain
- Cut/Puncture
- Fracture
- Shock/Faint

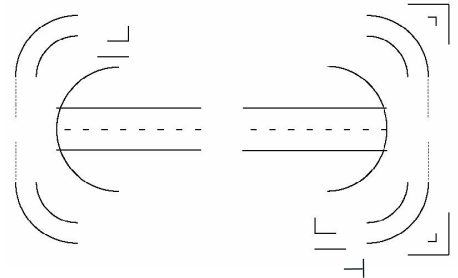
### Person/Incident Required (check all that apply):

- On-Site First Aid
- EMS Contacted
- EMS Transported
- Refused Medical Care

Location of Injury: \_\_\_\_\_

Person's Account: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



(Indicate location and Instructor positions)

### Instructor's Report (for on-range incidents):

Approximate Speed: \_\_\_\_\_ Impact (check one):  None  Low  Moderate  Significant  
Surface Condition (check all that apply):  Dry  Wet  Snow  Debris  Other: \_\_\_\_\_  
Weather Condition (check all that apply):  Dry  Rain  Snow  Wind  Other: \_\_\_\_\_  
Helmet Type (check one):  Full Face  Three-Quarter

### Contributing Rider Errors (check all that apply):

- Abrupt Throttle
- Abrupt Clutch Release
- Over-Braking
- Under-Braking
- Stop in Turn
- Failure to Yield
- Higher Speed than Required
- Loss of Balance
- Failure to Deploy Side Stand
- Struck Obstacle: \_\_\_\_\_
- Other: \_\_\_\_\_

Instructor's Narrative (attach additional pages as needed for any section): \_\_\_\_\_

### Damage (check all that apply):

- Left Side  Right Side  Bent Lever(s) - Replaced? YES or NO (circle one)  Out of Service
- Property Damage (explain and include photos): \_\_\_\_\_

### Motorcycle Information (for personally-owned vehicles):

Last 6 of VIN (or submit photo of the VIN plate): \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Student Completion Status (check all that apply):  Dropped-Day 1  Dropped-Day 2  Completed

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Idaho **STAR** Motorcycle Safety Program Accident/Incident Reporting Policy

It is the intent of Idaho **STAR** that there are no accidents, injuries, or damage sustained during any training course. Realistically, however, there may occasionally be someone injured or something damaged. Prudent planning for the possibility involves prevention, care, and reporting activities. The Instructor is responsible for reporting ALL accidents or incidents to **STAR** staff, no matter how minor, occurring at any **STAR** training site/facility, including temporary training/outreach locations.

**STAR** policy requires that Instructors fully complete the attached Accident/Incident Report for any instance involving persons associated with a **STAR** Program event or activity, program and/or personally-owned motorcycles, equipment, or other property where injury and/or damage of any kind is possible. This includes, but is not limited to, a motorcycle crash or tip over (by human error or otherwise - wind, etc.), regardless if the motorcycle is stationary or moving at any rate of speed, and anytime a person (student, Instructor, Range Aide, guest) has an incident such as a fall, cut, abrasion, contusion, etc.

The Instructor has the responsibility to follow the curriculum without variance. Furthermore, it is the responsibility of the Instructor to assess each student's capability to understand, willingness to follow instructions, and ability to perform required skills. If for any reason a student cannot, or will not practice safely, he or she must be removed from the class, for the safety of all concerned. By adhering to these guidelines, risks can be reduced.

If, despite all efforts, an accident/incident should occur, the Instructor should take steps to minimize the extent of injury and suffering of the injured. **If the injury is severe, or the severity of the injury is at all in question, the Instructor should call for and get emergency medical assistance\***. The Site Manager should clearly post telephone location and emergency phone numbers for students and Instructors. When a camera is available, photos should be taken of the injured, the vehicle, and the accident/incident site. **At no time should any STAR Instructor or staff member transport an individual in a personal vehicle.**

\*Note: There is no cost for calling 911; Instructors should not hesitate to call. EMTs are qualified to evaluate the severity of injury and determine whether or not transport to a hospital is warranted. At that point, the injured person can accept or refuse transport.

Notification/Filing the Report - If emergency medical services are called or provided, or it is indicated that medical attention will be sought, the Instructor must notify the **STAR** Program immediately by contacting the **STAR** On-Call number: 208-639-4554.

The accident/incident should not be discussed with any other individuals (i.e., any attorney, site sponsor, newspaper reporter, magazine writer, friend, or neighbor). Refer all questions from these individuals to the **STAR** Program Director at 208-639-4540.

Failure to report an accident/incident regardless of how minor or severe may result in disciplinary action, up to and including immediate termination and decertification.