



Office Use Only

- \_\_\_\_\_ Date Received
- \_\_\_\_\_ Time Received
- \_\_\_\_\_ Video Archived
- \_\_\_\_\_ Initial Response Sent To Employee
- \_\_\_\_\_ Copy Sent To Assistant Director
- \_\_\_\_\_ Final Summary Sent To Employee

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Date of Observation

\_\_\_\_\_  
Time of Observation

\_\_\_\_\_  
Location of Observed Event/Condition/Incident

*Complete any applicable fields*

\_\_\_\_\_  
Your Run Number

\_\_\_\_\_  
Your Bus Number

\_\_\_\_\_  
Your Route/Direction

\_\_\_\_\_  
Bus Number(s)/Route(s)/Direction(s) of Other CyRide Vehicles Involved

\_\_\_\_\_  
Description of Observed Event/Condition/Incident

Did you report the event/condition/incident to dispatch or a supervisor?

Did anyone else witness the event/condition/incident?

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

Employee safety reports are among the most effective ways to improve safety at CyRide. All employees are entitled to a safe workplace. If you have safety concerns, you have the right to speak up about them without fear of retaliation. As an employee, you are entitled to protections when reporting safety concerns through the Employee Safety Reporting Program (ESRP). These include (but are not limited to) protection from:

- Firing or laying off
- Demoting
- Denying overtime or promotion
- Disciplining
- Denying benefits
- Failing to hire or rehire
- Intimidation or harassment
- Threats
- Reassignment to a less desirable position or actions affecting prospects for a promotion
- Reducing pay or hours
- More subtle actions such as isolating, ostracizing, mocking, or falsely accusing the employee of poor performance
- Blacklisting (intentionally interfering with an employee's ability to obtain future employment)
- Constructive discharge (quitting when an employer makes working conditions intolerable due to the employee's protected activity)

Exceptional behaviors for which an employee is not protected and may be subject to disciplinary action include:

- Blatant disregard for laws, policies, and/or safety
- Gross negligence

An employee safety report should be completed and submitted whenever an employee witnesses one of the following instances:

- Safety policy violations or instances of non-compliance
- Operational deficiencies
- New safety hazards
- Policies and procedures that are not working as intended
- Events that senior management might not otherwise know about

The following instances should not be reported through the ESRP:

- Minor safety hazards caused by mechanical issues (call dispatch/fill out a maintenance card instead)
- Temporary and/or isolated non-CyRide-related hazards (10-50s, stalled cars, slick roads, snow drifts, etc.)