

# SCHOOL BUS CONDUCT REPORT

## NOTICE TO PARENTS/GUARDIANS

1. The purpose of this report is to inform you of a serious disciplinary incident involving a student on the school bus.
2. You are urged to both appreciate the action taken by the driver, and to cooperate with the corrective action initiated by school officials.

GENERAL EDUCATION

SPECIAL EDUCATION

<b>STUDENT'S NAME</b>	<b>SCHOOL</b>	<b>GRADE</b>	<b>ROUTE #</b>
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<b>DATE OF INCIDENT</b>	<b>TIME OF INCIDENT</b> AM	<b>DRIVER'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>
	PM		

### DRIVER'S REPORT

- |  |  |
|--|--|
| <input type="checkbox"/> Violation of Load/Offload Safety Procedures | <input type="checkbox"/> Rude/Discourteous/Aggravating |
| <input type="checkbox"/> Violation of Safe Bus Riding Practices      | <input type="checkbox"/> Unacceptable Language         |
| <input type="checkbox"/> Vandalism                                   | <input type="checkbox"/> Harassment/Bullying           |
| <input type="checkbox"/> Eating/Drinking/Littering                   | <input type="checkbox"/> Sexual Harassment             |
| <input type="checkbox"/> Other                                       |  |

### PRIOR ACTION TAKEN BY THE SCHOOL BUS DRIVER:

- |  |   |
|--|---|
| <input type="checkbox"/> Reviewed with Students "Rules of the Bus", _____                                  | <input type="checkbox"/> Conferred with Supervisor/Parent/Teacher       |
| <input type="checkbox"/> Date: Conferred with Student, Date: _____   | <input type="checkbox"/> Home Contact                                   |
| <input type="checkbox"/> Verbal Warnings, No. ____ AM <input type="checkbox"/> PM <input type="checkbox"/> | <input type="checkbox"/> Other (Use Box Below)                          |
| <input type="checkbox"/> Most Recent Date: _____   | <div style="border: 1px solid black; height: 40px; width: 100%;"></div> |
| <input type="checkbox"/> Changed Student's Seat, Date: _____   |   |

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

### DESCRIBE CURRENT INCIDENT (BE SPECIFIC):

SCHOOL BUS DRIVER SIGNATURE: \_\_\_\_\_

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

**FOR ADMINISTRATION USE ONLY**

**ADMINISTRATOR'S ACTION**

☐ Checked Student's Folder

NUMBER OF REPORTS: ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup> ☐ \_\_\_\_

☐ Held Conference with Student

☐ Student Regrets Incident; Cooperative

☐ Student Denied Bus Privilege

From: \_\_\_\_\_

Through: \_\_\_\_\_

**ADMINISTRATOR'S COMMENTS:**

**STUDENT'S SIGNATURE**

**ADMINISTRATOR'S SIGNATURE**