

SCHOOL BUS INCIDENT REPORT TO PARENTS

DEAR PARENT/GUARDIAN:

The purpose of this report is to inform you of a disciplinary incident involving your student on the school bus, which may have jeopardized the safety and well being of all students. You are urged to cooperate with the corrective action initiated today by the school district. Bus riding is a privilege which may be revoked, and your support of appropriate behavior is appreciated. **If you have questions or concerns, you may contact the bus garage at 586-2864.**

_____ **Student** _____ **School**

has been cited for an infraction of the rules listed below.

INFRACTION:

- | | |
|---|--|
| <input type="checkbox"/> IMPROPER BOARDING/DEPARTING PROCEDURES
<input type="checkbox"/> BRINGING ARTICLES ABOARD BUS OF INJURIOUS OR OBJECTIONABLE NATURE
<input type="checkbox"/> FAILURE TO REMAIN SEATED
<input type="checkbox"/> REFUSING TO OBEY THE DRIVER
<input type="checkbox"/> FIGHTING/PUSHING/TRIPPING
<input type="checkbox"/> TAMPERING WITH BUS EQUIPMENT
<input type="checkbox"/> DESTRUCTION OF PROPERTY
<input type="checkbox"/> OTHER BEHAVIOR RELATING TO SAFETY, WELL-BEING AND RESPECT FOR OTHERS
<input type="checkbox"/> EATING/DRINKING ON BUS | <input type="checkbox"/> HANGING OUT WINDOW
<input type="checkbox"/> THROWING OBJECTS IN OR OUT OF THE BUS
<input type="checkbox"/> LIGHTER/MATCHES
<input type="checkbox"/> SMOKING ON THE BUS
<input type="checkbox"/> SPITTING/LITTERING
<input type="checkbox"/> FOUL OR INAPPROPRIATE LANGUAGE
<input type="checkbox"/> RUDE, DISCOURTEOUS OR HARASSING CONDUCT |
|---|--|

COMMENTS: _____

OFFENSE: 1st _____ 2nd _____ 3rd _____ 4th _____

DISCIPLINARY ACTION TO BE TAKEN:

- | | |
|---|---------------------|
| <input type="checkbox"/> Written Warning
<input type="checkbox"/> One Day Off the Bus
<input type="checkbox"/> Three Days Off the Bus
<input type="checkbox"/> Remainder of the Year Off the Bus | STARTING DATE _____ |
|---|---------------------|

A second written offense or a first serious offense will automatically result in some loss of riding privilege.

_____ A.M. ___ K ___ P.M. ___/___/___
 DRIVER BUS # DATE

PARENT MUST SIGN AND RETURN TO DRIVER BEFORE STUDENT MAY RIDE AGAIN.

_____ _____
 Parent/Guardian (recognition of report) Principal's Signature (Serious Offense)