

CMCSS BUS CONDUCT REPORT FOR MINOR INFRACTIONS

Student's Name:	Bus #	Date of Incident:
School:	Time:	Driver's Name:

Dear Parents or Guardians,
 The purpose of this report is to inform you of a disciplinary incident involving your student on the school bus. Your cooperation with the corrective action initiated by the school administrator is appreciated. Please discuss the seriousness of this incident with the student to prevent further occurrence. **Bus riding is a privilege which may be revoked.**

NOTE: A written report may be given to the student's principal without prior warnings. Disciplinary action will be taken by student's principal based upon principal's discretion and/or policy/procedure. *If bullying is suspected, please REPORT IMMEDIATELY, refer to INS-A016 and INS-P029 for guidance.

DRIVER'S REPORT:

Verbal Warnings:	<input type="checkbox"/> 1st Verbal	<input type="checkbox"/> 2nd Verbal	
Elementary:	<input type="checkbox"/> 1st Written Warning	<input type="checkbox"/> 2nd Written Warning	<input type="checkbox"/> Referral to School Administrator
Middle/High:	<input type="checkbox"/> 1st Written Warning	<input type="checkbox"/> Referral to School Administrator	

Category 1 Offense

- Improper boarding/departing procedures at stop
- Pushing, tripping, horse playing (playful hitting)
- Rude, discourteous and annoying conduct, and/or misuse of electronic devices
- Profane language and/or obscene gestures
- Failure to remain seated
- Unnecessary noise/taunting
- Spitting/littering/eating/drinking
- Other behavior relating to safety, well-being and respect for others or their property

Category 2 Offense (No Written Warnings Referral)

- Hanging/leaning out of the window while bus is moving
- Lighting matches, lighters, or any open flame
- Smoking, vaping, drug use, or alcohol use on the bus
- Destruction of property
- Tampering with bus equipment
- Bringing articles aboard bus of injurious or objectionable nature (weapons, mace, etc)

PREVIOUS ACTIONS BY THE DRIVER TO CORRECT BEHAVIOR (OPTIONAL)

1 _____ Date: _____

2 _____ Date: _____

SUSPENSION FROM A SCHOOL BUS IMPLIES ALL SCHOOL BUSES IN THE SCHOOL SYSTEM

Specific Details:

Driver's Signature: _____

PRINCIPAL'S REPORT:

- | | |
|--|--|
| <input type="checkbox"/> 1st Offense | <input type="checkbox"/> 4th Offense (Recommendation 3-5 Day Suspension) |
| <input type="checkbox"/> 2nd Offense (Recommendation 1 Day Suspension) | <input type="checkbox"/> 5th Offense (Recommendation Long-term Suspension 10 Or More Days) |
| <input type="checkbox"/> 3rd Offense (Recommendation 2-3 Day Suspension) | |

Disciplinary action to be taken: _____

MANDATORY LOSS OF BUS PRIVILEGE:

Student denied bus privilege or suspended from school From: _____ To: _____

Case referred to _____
 Specific details _____

Student's Name:	Phone #	Date of Incident:
Student's Address:	Teacher:	Student's Grade:

Parent's Signature: _____ Principal's Signature: _____

White Copy-Parent Yellow Copy-Principal Pink Copy-Transportation Gold Copy-Driver