

**CMCSS BUS CONDUCT REPORT FOR MINOR INFRACTIONS - Elementary**

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:  1st Verbal                       2nd Verbal  
 Written Warnings  1st Written Warning                       2nd Written Warning                       Referral to School Administrator

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| <p><b>Category 1 Offense</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Improper boarding/departing procedures at stop</li> <li><input type="checkbox"/> Pushing, tripping, horse playing (playful hitting)</li> <li><input type="checkbox"/> Rude, discourteous and annoying conduct, and/or misuse of electronic devices</li> <li><input type="checkbox"/> Profane language and/or obscene gestures</li> <li><input type="checkbox"/> Failure to remain seated</li> <li><input type="checkbox"/> Unnecessary noise/taunting</li> <li><input type="checkbox"/> Spitting/littering/eating/drinking</li> <li><input type="checkbox"/> Other behavior relating to safety, well-being and respect for others or their property</li> </ul> | <p><b>Category 2 Offense (No Written Warnings Referral)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hanging/leaning out of the window while bus is moving</li> <li><input type="checkbox"/> Lighting matches, lighters, or any open flame</li> <li><input type="checkbox"/> Smoking, vaping, drug use, or alcohol use on the bus</li> <li><input type="checkbox"/> Destruction of property</li> <li><input type="checkbox"/> Tampering with bus equipment</li> <li><input type="checkbox"/> Bringing articles aboard bus of injurious or objectionable nature (weapons, mace, etc)</li> </ul> |
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**PREVIOUS ACTIONS BY THE DRIVER TO CORRECT BEHAVIOR (OPTIONAL)**

Date:  
  
Date:

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

Specific Details:

  
  
  
  
  
  
  
  
  
  

Driver's Signature: \_\_\_\_\_

**PRINCIPAL'S REPORT:**

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| <p><b>Category 1:</b></p> <ul style="list-style-type: none"> <li>( ) 1st Offense (Warning and parent communication)</li> <li>( ) 2nd Offense (Warning and parent communication)</li> <li>( ) 3rd Offense (Recommendation one-day suspension)</li> <li>( ) 4th Offense (Recommendation 2-3 day suspension)</li> <li>( ) 5th Offense (Recommendation 3-5 day suspension)</li> <li>( ) Additional Offenses (Recommendation Long-term Suspension 10 Or More Days)</li> </ul> | <p><b>Category 2:</b></p> <ul style="list-style-type: none"> <li>( ) 1st Offense (Recommendation 2-3 day bus suspension)</li> <li>( ) 2nd Offense (Recommendation 3-5 day bus suspension)</li> <li>( ) 3rd Offense (Recommendation 5-10 day bus suspension)</li> <li>( ) 4th Offense and beyond (Recommendation 10+ day suspension)</li> </ul> |
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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:
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White Copy-Parent      Yellow Copy-Principal      Pink Copy-Transportation      Gold Copy-Driver