| This report is to advise you of your child’s behaviour during transportation to and/or from school. Their behaviour requires correction as it is endangering the safe transportation of your child and/or other children.  If the behaviour persists, further action will need to be taken. Transportation is a privilege, not a right. |
| --- |

| Name of student: |
| --- |

| Date: | Time: | Bus Route No: | Bus symbol: |
| --- | --- | --- | --- |
| Location:   * At bus stop | * During bus ride | * At the school site | Reported by (if not the driver): |

| **Behaviour (check all that apply)** | |  | This is the 1st / 2nd / 3rd / offense (circle one or add) | |
| --- | --- | --- | --- | --- |
|  | Harassing (teasing others, name calling) |  |  | |
|  | Profanity (swearing, vulgar language/gestures) |  | **Previous actions taken by driver (check all that apply)** | |
|  | Loud or unruly (distracting driver) |  |  | Spoke to student |
|  | Inadequate clothing or footwear for personal safety while in transit |  |  | Stopped bus while on route to correct behaviour |
|  | Bringing oversize items onboard |  |  | Moved student to the front/reassigned seat |
|  | Fighting (horseplay, poking, hitting, pushing) |  |  | Created a seating plan |
|  | Throwing things |  |  | Spoke to parent |
|  | Standing, walking around (while bus is in motion) |  |  | Texted parent |
|  | Smoking or possession/use of illegal substances |  |  | Received positive/negative parental feedback (circle one) |
|  | Vandalism, littering |  |  | Notified principal |
|  | Failure to obey direction of the driver |  |  | Student suspended from riding the bus |
|  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ | | | |

| Student misconduct is considered: | * Minor | * Serious |
| --- | --- | --- |
| If Serious, (provide a detailed report outlining the specific incident facts and sequence of events – continue on reverse if necessary) | | |

| Driver’s Name: | Driver’s Signature: |
| --- | --- |

| Action taken by principal (check all that apply and return copy to bus driver): | | |
| --- | --- | --- |
|  | Spoke to student | |
|  | Investigated incident | |
|  | Student reprimanded (explain): | |
|  | Student suspended from bus: No. of days begins (dd/mm/yr) | |
|  | Recommendation for expulsion from bus | |
|  | Spoke to parent(s) | |
|  | Other: | |
| Principal’s Signature | |  |

MINOR MISCONDUCT

Behaviour that demands attention but is not serious enough to warrant a school bus suspension. E.g. harassing others, profanity, loud/unruly or other behaviour which distracts the driver.

**First and Second Incident**

1. Bus driver will talk to the student and attempt to resolve the issue.
2. Bus driver fills out report and forwards it to First Student Administration.
3. Bus driver or First Student Administration will contact parents (on the same day) to inform them of the student’s behavior and the steps will be taken to correct the situation.
4. First Student contacts Division’s Transportation Coordinator and forwards report
5. The Transportation Coordinator forwards the report to the principal for review, information, and/or action.
6. Principal informs the Division’s Transportation Coordinator of any actions.
7. The Division's Transportation Coordinator informs First Student Administration of actions taken by the principal.

SERIOUS MISCONDUCT

Repetitive and ongoing minor misconduct and behavior that jeopardizes the safety of any person on the bus. E.g. smoking, possession of illegal substances, fighting, throwing things, or any disturbance that interferes with the safe operation of the bus.

**First Incident**

Follow minor misconduct steps 1-5 then,

1. Principal meets with the student to get the student’s perspective of the incident.
2. Principal may suspend the student’s bus service for 1 to 5 days.
3. Principal will contact the parent(s) to advise them of any remedial action and/or bus suspension and may follow up with a parent letter copied to Horizon’s Transportation Coordinator.
4. Horizon Transportation Coordinator informs First Student Administration of action taken.

**Further Incidents**

Follow minor misconduct steps 1-5 then,

1. Principal meets with the student to get the student’s perspective of the incident.
2. Principal may suspend the student’s bus service for 1 to 5 days and/or make a recommendation to the superintendent to have the student expelled from the bus for the remainder of the school year.
3. Principal will contact the parent(s) to advise them of any remedial action/bus suspension/recommendation for expulsion from the bus, and follow up with a parent letter copied to the Horizon’s Transportation Coordinator (and superintendent if the letter is a recommendation for expulsion).
4. Horizon Transportation Coordinator informs First Student Administration of action taken.