

# SCHOOL BUS INCIDENT REPORT AND DISCIPLINE FORM.

Bangor Township Schools Transportation Department

Telephone: 684-6150

DATE: \_\_\_/\_\_\_/\_\_\_ DRIVER: \_\_\_\_\_ BUS #: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

Dear Parent: Your son/daughter, \_\_\_\_\_ was involved in the incident or behavior checked below which jeopardizes the safety or well-being of all students. The action taken by the bus driver is checked and the incident has been discussed with your student. Please review the Bus Safety "Always" rules at the bottom of this form with your student, along with the need for appropriate manners and behaviors while riding the school bus. If you have questions regarding this report contact the Transportation Supervisor. Please remind your son or daughter that riding the bus is a privilege.

INAPPROPRIATE BEHAVIOR/INCIDENT	ACTION TAKEN	IMMEDIATE SUSPENSION
<input type="checkbox"/> Distracting, rude, or negative behavior	<input type="checkbox"/> Verbal Warning	The following incidents require an immediate suspension pending an investigation and meeting with the building principal.
<input type="checkbox"/> Failure to cross in front of the bus	<input type="checkbox"/> Written Warning	
<input type="checkbox"/> Failure to follow instructions	<input type="checkbox"/> 1-day suspension	
<input type="checkbox"/> Failure to remain seated	<input type="checkbox"/> 3-day suspension	Fire from any source Tobacco, drugs, alcohol, weapons Fighting on the bus (physical) Destruction of school property Fighting on the bus (physical) Opening of the Emergency door
<input type="checkbox"/> Inappropriate language or gestures	<input type="checkbox"/> Administrator Approval needed for the following suspensions.	
<input type="checkbox"/> Inappropriate touching of others or property	<input type="checkbox"/> 5-day suspension	
<input type="checkbox"/> Putting anything out the windows	<input type="checkbox"/> 10-day suspension	
<input type="checkbox"/> Pushing/Tripping	<input type="checkbox"/> 30-day suspension	
<input type="checkbox"/> Spitting/Littering	<input type="checkbox"/> Remainder of the school year	
<input type="checkbox"/> Throwing anything in or at the bus		

(Only actual school days are counted)

Student may resume riding the bus on: \_\_\_\_\_

Driver Comments: \_\_\_\_\_

NOTE: This form must be signed and returned to the bus driver before your son/daughter can resume riding the school bus.

Parent Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

## Bangor Township Schools - Bus Safety "Always"

The bus driver's job is to keep you safe while traveling to and from school or activities.

"Always" remember that hands are not for hitting and feet are not for kicking or tripping.

"Always" listen to your driver.

"Always" be courteous and use proper language and gestures.

"Always" talking quietly to your friends is a good practice.

"Always" keep the aisle clear; backpacks should be in your lap.

"Always" keep food and drinks in your backpack.

"Always" ask an adult to transport anything that is too large to fit on your lap to school.

"Always" help keep your bus clean by placing all trash in appropriate containers.

"Always" stay in your seat. Moving around the bus or putting your head, hands, or anything out the window is not safe.

"Always" using good manners and respectful behaviors is one way you can help to keep your bus ride a safe one.