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SCHOOL BUS INCIDENT REPORT TO PARENTS

CLARK COUNTY SCHOOL DISTRICT

DEAR PARENT or GUARDIAN:

The purpose of this report is to inform you of an incident involving your child on the school bus, which could have jeopardized the safety and well being of all passengers. District provided transportation is a privilege. School administrators are authorized to discipline a student by denying transportation. Please review this incident report with your child so that further disciplinary action will not be required. If transportation is denied, the student must continue to attend school. Failure to attend school may result in a truancy report. Thank you.

SECTION I

School	Route#	Student's Name (Please print)	Date of Incident	Time a.m. p.m.	Driver's Name (Please print)
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INFRACTION:

☐ Category I

☐ Category II

☐ Category III
(Immediate Administrative Response Required)

- ☐ Improper Boarding/Departing Procedures
- ☐ Excessive Noise
- ☐ Rude, Discourteous and Annoying Conduct
- ☐ Other Behavior Relating to Safety, Well-being, and Respect to Others
- ☐ Profanity or Name Calling

- ☐ Hanging out of the Window
- ☐ Throwing Objects In or Out of Bus
- ☐ Refusing to Obey Driver
- ☐ Spitting/Littering
- ☐ Bringing Objectionable Articles Aboard the Bus
- ☐ Eating or Drinking on Bus

- ☐ Lighting Matches/Smoking on Bus
- ☐ Fighting/Pushing/Tripping
- ☐ Destruction of Property
- ☐ Tampering with Bus Equipment
- ☐ Verbal Assault
- ☐ Physical Assault
- ☐ Possession of a Weapon

DRIVER'S ACTION:

☐ Oral Warning

Citation Issued

1st _____
Date

2nd _____
Date

3rd _____
Date

SECTION II

ADMINISTRATIVE ACTION

☐ Conference With Student

☐ Required Parent Conference

☐ Transportation Denied

Date

Date

Time

From

To

SPECIFIC DETAILS:

Administrator's Signature

Date

Phone Number

Distribution: White Copy - School Administrator
Yellow Copy - School then Parent with Administrative Response
Pink Copy - School then Driver with Administrative Response
Gold Copy - Returned by Driver to Supervisor

ASSEMBLY EDUCATION

DATE: 3/31/03 ROOM: 3143 EXHIBIT D

SUBMITTED BY: DEBBIE CAHILL

GAC 2528

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DIRECTIONS

In conformance with the rules of conduct, the site administrator will process School Bus Incident Report to Parents in the following manner:

1. Confer with the student, the parent or guardian, or appropriate transportation staff, as necessary, to resolve student conduct problems.
2. Designate students as ineligible for transportation services when warranted and notify the Transportation Department and the parent or guardian of the action taken.

CATEGORY I - Infractions include but are not limited to behavior regarded as mischievous or annoying. Generally, the driver is expected to resolve infractions falling within this category by working with transportation and school staff.

CATEGORY II - Infractions include but are not limited to behavior which could jeopardize the safety and well being of students, employees, or public. The expected disciplinary action to be taken depends on the student's overall record and the result of the misbehavior.

CATEGORY III - Infractions include but are not limited to behavior which is injurious and jeopardized the safety and well being of students, employees or public and requires immediate intervention by the school administrator. These infractions require severe disciplinary action such as denying transportation and may be arrestable offenses which could result in other legal action.

SAFETY OF STUDENTS: TRANSPORTATION VEHICLES

- I. Student safety is one of the most important criterion in the operation of student transportation services.

- A. Student Conduct

1. The Clark County School District has established Rules of Conduct for School Bus Riders, which the schools will distribute to the students and parents or guardians. The Rules of Conduct for School Bus Riders are also posted on each school bus.
2. Misconduct may be cause to suspend or deny transportation services to the student as determined by the principal of the student's assigned school.

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- B. Driver Responsibility

1. District school bus drivers will be employed in compliance with the defined requirements set for the position and must possess the appropriate license, endorsements, and Nevada Department of Transportation physical. Exceptions to this requirement will be with prior approval of the Director, Transportation Department or a designated representative and only in emergency situations as determined by the Director, Transportation Department.
2. Drivers are expected to consistently enforce the Rules of Conduct for School Bus Riders whenever students are aboard their buses. Drivers must follow the discipline guidelines set in the Clark County School District Transportation Department Employee Procedure Handbook.
3. Drivers are to maintain respectful unbiased relationships with the student passengers. Proper precautions must be taken to avoid physical injury to student passengers and/or school employees.
4. Student refusal to adhere to the rules and regulations is sufficient cause for a driver to request assistance from the appropriate law enforcement agency, which has the authority to deny transportation for the remainder of the route or trip.

5. Drivers are to report student misconduct by issuance of a School Bus Incident Report. The report must state the specific circumstances of the violation.
6. Drivers must not permit weapons aboard a school bus. If a student with a weapon is discovered boarding, on board, or in the immediate vicinity of a school bus, the driver will immediately call the appropriate authorities. If the student has already boarded the bus, the driver will stop and secure the vehicle and wait for the proper authorities to arrive. The driver will not attempt to approach the student and possibly cause a violent reaction.

C. Responsibility of Principals

1. School buses and/or other District-owned vehicles operated by District employees are regarded as an extension of the school and classroom. It is, therefore, the responsibility of school principals to process and take the appropriate action regarding the School Bus Incident Report issued by drivers.
2. In an effort to maintain consistency between schools, the principal should take the appropriate disciplinary action as defined according to the category of offense:

CATEGORY I

1st Offense	Student-School Conference; Parent Notification
2nd Offense	Student-School-Driver Conference; Parent Notification and In-House Suspension or Detention
3rd Offense	Three-day Bus Suspension and Required Parent Conference
* 4th Offense	Loss of Riding Privileges for Remainder of School Year

CATEGORY II

1st Offense	Student-School Conference; Parent Notification
2nd Offense	Three-day Bus Suspension and Required Parent Conference
* 3rd Offense	Loss of Riding Privileges for Remainder of School Year

See back
of citation
for breakdown
or explanation

CATEGORY III

1st Offense

Three-day Bus Suspension and Required
Parent Conference

✱

2nd OffenseLoss of Riding Privileges for Remainder of
School Year

3. The principal will mandate the length of in-house suspension and/or detention according to school policy. The principal will notify the Transportation Department of action taken.
4. If more than one category is indicated on the School Bus Incident Report, the principal shall determine the appropriate action based on the most serious offense.

D. Accidents Involving Transportation Vehicles

When a District vehicle or private vehicle being used under sanction of the District is involved in an accident, the authorized driver will immediately take appropriate action in accordance with applicable law enforcement agency requirements and district regulations for accidents involving school buses and District transportation vehicles.

E. Vehicle Maintenance

1. All vehicles used for student transportation shall be maintained in compliance with Nevada statutes.
2. The Business and Finance Services Division is responsible for developing and implementing procedures to ensure safety standards of student transportation vehicles.

Legal Reference: NRS Chapter 392 Pupils
State of Nevada Department of Education School Bus Standards
National Standards for School Transportation

Cross Reference: Transportation Department Employee Procedures Handbook,
Section VI

Review Responsibility: Business and Finance Services

Adopted: [3545.1:9/1/78;3545.12:12/14/72]

Revised: (6/77;9/1/78;5/14/81;2/23/89)

Pol. Gov. Review: 3533:6/28/01

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