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SCHOOL BUS INCIDENT REPORT TO PARENTS FORM

This form must be filled out completely and approved by your supervisor before being turned in to the school (see School Bus Incident Report To Parents section).

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

- ☐ 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

☐ Category II

- ☐ 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

☐ Category III

(Immediate Administrative Response Required)

- ☐ 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 _____

One

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

SUBMITTED BY: CRAIG KADLUB

J 1/4

RULES OF CONDUCT FOR SCHOOL BUS RIDERS

Students on a school bus are under the immediate supervision of their bus driver and are subject to the rules set by the Clark County Board of School Trustees and the State of Nevada. Any infraction of these rules by a student is to be documented on a School Bus Incident Report to the school principal issued by the bus driver for disciplinary infractions. Copies are distributed to the parent and the Clark County School District Transportation Office.

In order to provide for the safety of passengers and effective, efficient use of buses, the following rules of conduct are established:

Bus passengers must stand in an orderly single-file line at pick-up points until the bus comes to a complete stop.

Passengers must board the bus in an orderly fashion and go directly to a seat.

All passengers must remain seated while the bus is in motion.

Passengers must remain seated until the bus has come to a complete stop. Passengers shall then proceed directly to the front of the bus to exit through the front door.

If a passenger must cross the road, WALK ten feet or more in front of the bus, wait for the driver's signal, then cross when safe to do so.

Any distracting action by the passenger creates a safety hazard by demanding unnecessary attention of the driver. These actions are forms of misconduct. Examples of misconduct that may result in disciplinary action are: loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, or eating or drinking.

Commission of any act defined as dangerous or antisocial student behavior occurring on the way to and from school or a school activity, function, or event will result in the student being suspended, recommended for expulsion, or other disciplinary action. Misconduct at the bus stop or when the student is on the way to and from school or to the bus stop is considered a violation.

Parents will be held responsible for any bus damage that may result from a student's misconduct.

Misconduct may be cause to deny the privilege of transportation to the student for a limited, specified time.

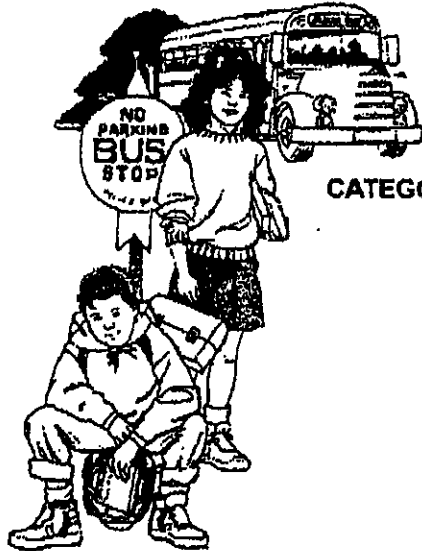
Continued misconduct may result in loss of riding privileges.

In conformance with the rules of conduct, the site administrator will address infractions in the following manner:

1. Confer with the student, the parent/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 the 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 jeopardizes the safety and well-being of students, employees or the 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.

E. Attempted Abduction/Act of Physical Abuse

1. Immediately secure the student's safety and protect the confidentiality of the student(s) involved.
2. Administer to the medical and psychological needs of the student, seeking competent advice from district staff as needed.
3. Prepare information that needs to be distributed to your faculty and students both orally and in writing so they can be made aware and sensitive of the issue and directed to take appropriate precautions.

Bus Citations

From admin handbook
It is the building administrator's responsibility to administer actions regarding bus citations. The principal, assistant principal, or dean are the only ones who have the authority to issue an RPC, to temporarily suspend a student from using transportation services, or to administer other consequences to students regarding a bus citation.

The following outlines the routing system for a bus citation:

When a bus driver issues a citation, the driver's supervisor reviews it before it is delivered to the school. The driver gives the white, yellow, and pink copies to school administration and retains the gold copy. Once the school administration has acted on the citation, the white copy remains with the school, the yellow copy is sent to the parent and the pink copy is sent to the appropriate transportation yard.

Discipline

The 1985 Nevada Legislature passed SB125, which requires school districts to prescribe a disciplinary code and to provide each student with a copy. Each principal is responsible for establishing a behavior standard at his/her school in keeping with district wide policies and regulations. The following booklets, while describing common problems and corrective actions, are not intended to restrict the school principal. Appropriate disciplinary programs may be implemented in accordance with identified needs at the building level. The booklets provide a common standard from which you may operate but are not intended to prescribe or circumscribe your actions. Each school is to send the appropriate booklet home during the first two weeks of school. Copies can be ordered through District Forms.

- A. Behaving Positively at School for Elementary Students available in English (CCF-777) and Spanish (CCF-777.1).
- B. Behavior Guidelines for Secondary Students available in English (CCF-776) and Spanish (CCF-776.1).