



SOUTH SHORE REGIONAL CENTRE FOR EDUCATION
ADMINISTRATIVE PROCEDURE

Appendix "B"
School Bus Discipline Form

Student's Name: _____ School: _____

Date: _____ Time: _____ Route #: _____ Driver's Name: _____

Section I : (Driver's Use Only)

The conduct of the above student is reported as being below standards required for the safety and welfare of the students riding the bus for the following :

- Will not stay in seat Disrespectful Noisy/Loud Using Profanity
- Using matches/lighter Throwing things Eating on bus Fighting
- Destruction of property Littering Other Failing to obey driver
- Possession of banned items

Description of student misconduct (Be Specific) :

Previous interventions completed by the driver:

Please check which ones apply

- Mandatory Seat Assignment
- Verbal Reminder
- Talked Privately With Student
- Bus Discipline Form Sent To School Administrator

Date Completed:

Bus Driver Signature

Date Submitted



Section II : (Administrator’s Use Only)

Level of Offense: 1st _____ 2nd _____ 3rd _____

Action Taken by School :

- Talked to Student Parent Notified Warning Bus Driver Notified
- Suspension — 1st day of Suspension _____
- Copy of report and additional documents sent to Transportation Manager

Administrator’s Comments:

Administrator’s Signature

Date

Copies to:

- Parent/Guardian Bus Driver Transportation Manager RED
(for situations where a suspension is imposed)