

TRANSPORTATION

Bus Referral Form**HOPKINS COUNTY SCHOOLS - DEPARTMENT OF PUPIL TRANSPORTATION**

STUDENT'S NAME: _____ SCHOOL/GRADE: _____

DATE: _____ AM TIME: _____ PM TIME: _____ ROUTE/BUS NO: _____

BUS STAFF: _____ LOCATION OF INCIDENT: ☐ ON BUS ☐ BUS STOP☐ SCHOOL GROUNDS ☐ TRIP**MISCONDUCT REPORTED**

- | | |
|--|---|
| <input type="checkbox"/> Use/possession of weapons | <input type="checkbox"/> Obstructing the aisle (safety) |
| <input type="checkbox"/> Use/possession of alcohol/drugs | <input type="checkbox"/> Throwing objects (safety) |
| <input type="checkbox"/> Use/possession of tobacco/alternative nicotine/vapor products | <input type="checkbox"/> Voice above L1, excessive, distracting noises (safety) |
| <input type="checkbox"/> Fighting, arguing, scuffling or physical aggression | <input type="checkbox"/> Improperly boarding/leaving bus (safety) |
| <input type="checkbox"/> Abusive/inappropriate language, profanity | <input type="checkbox"/> Disobedient, defiant, disrespectful (non-compliance) |
| <input type="checkbox"/> Harassment/bullying | <input type="checkbox"/> Bringing prohibited items (non-compliance) |
| <input type="checkbox"/> Forgery/theft | <input type="checkbox"/> Littering (non-compliance) |
| <input type="checkbox"/> Tampering with bus or its equipment/vandalism | <input type="checkbox"/> Food/candy/gum/etc. in mouth, drinking (non-com.) |
| <input type="checkbox"/> Inappropriate display of affection | <input type="checkbox"/> Occupy more space/seat than required (non-com.) |
| <input type="checkbox"/> Technology violation | <input type="checkbox"/> Sitting incorrectly (non-compliance) |
| <input type="checkbox"/> Dress code violation | <input type="checkbox"/> Riding a bus other than assigned (non-comp.) |
| <input type="checkbox"/> Tardy to bus | <input type="checkbox"/> Getting off at an unauthorized stop (non-comp.) |
| <input type="checkbox"/> Moving around while bus was in motion (safety) | <input type="checkbox"/> Disruptive behavior (disruption) |
| <input type="checkbox"/> Sticking head or hands out of window (safety) | <input type="checkbox"/> Other _____ |

Comments: _____

ACTIONS TO BE TAKENThis is the ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th offense involving your child.

- FIRST OFFENSE** – Bus driver will have a talk with the pupil, and a Bus Referral will be sent to parent/guardian. **Pupil is to return a signed copy of the Referral to driver.**
- SECOND OFFENSE** – Bus driver will move pupil to a seat in the front of the bus for two (2) weeks and written notification will be sent to parent/guardian. **Pupil will not be allowed back on the bus until parent has signed and pupil returns a copy of the Referral to the Driver.**
- THIRD OFFENSE** – A Referral will be filed with the Principal of the school where the pupil attends. **Pupil will not be allowed back on the bus until parent has signed and pupil returns a copy of the Referral to the Driver.**
- FOURTH OFFENSE** – A second Referral is filed with the Principal who suspends all bus riding privileges for a minimum of five (5) days. The Principal may take any additional action that is allowed by the Code of Conduct.
- FIFTH OFFENSE** – A Referral is filed and the Superintendent/designee or the Principal suspends bus riding privileges for the remainder of the school year.

Some of the offenses are of such a serious nature that a student may have bus privileges forfeited on the first offense.

SIGNATURE OF DRIVER: _____ DATE: _____

ADMINISTRATIVE DECISION: _____

PARENT CONTACT ON: _____ BY: _____

SIGNATURE OF ADMINISTRATOR: _____ DATE: _____

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____

SIGNATURE OF STUDENT: _____ DATE: _____

This signature denotes that parents have received the Referral - Failure to return signed referral may result in loss of bus riding privileges

WHITE COPY signed by parent and returned to bus staff

YELLOW COPY for school record

PINK COPY to for driver record

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Bus Referral to Parents**HOPKINS COUNTY SCHOOLS****DEPARTMENT OF PUPIL TRANSPORTATION**

STUDENT'S NAME: _____ GRADE: _____

DATE OF INCIDENT: _____ BUS NO: _____ DRIVER: _____

NOTICE TO PARENTS

1. This report is furnished in accordance with the provisions of the Student Code of Conduct Handbook.
2. This is the 1st _____, 2nd _____, 3rd _____, 4th _____, 5th _____ offense involving your child. **YOU MUST SIGN A COPY OF THE REPORT AND RETURN IT TO THE DRIVER BEFORE YOUR CHILD WILL BE ALLOWED BACK ON THE BUS.**
3. Some of the offenses are of such a serious nature that a student may have bus privileges forfeited on the first offense.

MISCONDUCT REPORTED

_____ Did not follow driver's directions	_____ Obstructing the aisle
_____ Disobedient or impudent to driver	_____ Occupying more space in a seat than required
_____ Moving around while bus was in motion	_____ Vandalism to bus
_____ Sticking head or hands out of window	_____ Improper conduct while at a bus stop
_____ Throwing objects out of window	_____ Improperly boarding a bus
_____ Unusually loud talking or laughing	_____ Improperly Leaving a bus
_____ Tampering with bus or its equipment	_____ Tardy to bus
_____ Tobacco/Alternative Nicotine/Vapor Product	_____ Riding a bus other than one assigned
_____ Scuffling or fighting on the bus	_____ Getting off at an unauthorized stop
_____ Using obscene language	_____ Arguing
_____ Littering the bus	_____ Other: _____
_____ Disturbing others	_____
_____ Unnecessary conversation with driver	_____
_____ Chewing gum, eating or drinking on the bus	_____
_____ Bringing prohibited items on the bus	_____

ACTIONS TO BE TAKEN

1. First Offense—Bus driver will have a talk with the pupil, and a Bus Referral will be sent to parent/guardian. **Pupil is to return a signed copy of the Referral to driver.**
2. Second Offense—Bus driver will move pupil to a seat in the front of the bus for two (2) weeks and written notification will be sent to parent/guardian. **Pupil will not be allowed back on the bus until parent has signed and pupil returns a copy of the Referral to the Driver.**
3. Third Offense—A Referral will be filed with the Principal of the school where the pupil attends. **Pupil will not be allowed back on the bus until parent has signed and pupil returns a copy of the Referral to the Driver.**
4. Fourth Offense—A second Referral is filed with the Principal who suspends all bus riding privileges for a minimum of five (5) days. The Principal may take any additional action that is allowed by the Code of Conduct
5. Fifth Offense—A third Referral is filed and the Supervisor of Pupil Transportation or Principal suspends bus riding privileges for the remainder of the school year.

SIGNATURE OF DRIVER _____ DATE _____

SIGNATURE OF ADMINISTRATOR _____ DATE _____

SIGNATURE OF PARENT _____ DATE _____

This signature denotes that parents have received the referral:

_____ WHITE COPY for parent record	_____ GOLDENROD COPY to school
_____ YELLOW COPY signed by parent and returned to driver	_____ BLUE COPY for driver record
_____ PINK COPY to Department of Pupil Transportation	