



STUDENT BEHAVIOUR REPORT FORM

PLEASE PRINT

PUPIL: _____ DATE AND TIME OF INCIDENT: _____

ROUTE #: _____ OPERATOR: _____ DRIVER: _____

MISCONDUCT

- Not respecting or not obeying driver
- Running on bus
- Harassing other students
- Leaving seats while bus in motion
- Throwing objects at, on, or from bus
- Damaging bus (specify below)
- Opening windows without permission
- Fighting on bus
- Smoking or lighting matches
- Littering bus
- Using obscene language
- Yelling or talking loud
- Eating or drinking on bus
- Other (specify below)

Driver's details/comments of incident:

Driver's Signature: _____ Date: _____

Student's details/comments of incident (optional):

Student's Signature: _____ Date: _____

FOR SCHOOL USE ONLY

Date of Offence: First _____ Second _____ Third _____ Fourth _____

See reverse for explanation.

School: _____

Principal's Signature: _____

Principal's details/comments of incident:

STSCO SCHOOL BUS DISCIPLINE REPORTING

STEP 1: FIRST Offence

Driver reports incident to principal using “Student Behaviour Report Form”. Principal shall arrange to meet with the pupil to discuss the incident. If warranted, the process may move directly to Step 2, otherwise, the pupil is warned that a second incident will result in a letter to his/her parent/guardian. If required, or desired, the principal may also contact the driver and/or parent/guardian to discuss the incident.

STEP 2: SECOND Offence

Driver reports incident to principal using “Student Behaviour Report Form”. Following investigation, the principal notifies the parent/guardian of the incident by telephone (optional), and then in writing, supplies copy of report, requests assistance and advises that a third reporting will result in a removal of bus riding privileges (usually three days).

STEP 3: THIRD Offence

Report completed by driver using “Student Behaviour Report Form” and delivered to principal. Following investigation, the principal notifies parent/guardian by telephone and then in writing of short term removal of bus riding privileges (usually three days).

STEP 4: FOURTH Offence

Driver reports incident to principal using “Student Behaviour Report Form”. Following investigation, the principal notifies parent/guardian by telephone and then in writing of long term removal of bus riding privileges. A meeting of the parent/guardian, student and principal shall be called to review the incident and the process to reinstate transportation.

The removal of bus riding privileges shall remain in effect until a satisfactory understanding has been reached by all concerned. The principal shall notify the parent/guardian of the reinstatement of riding privileges.

For offences deemed by the principal as **dangerous** (e.g. an action that could endanger the safety of other passengers), immediate action shall be taken up to and including an automatic indefinite removal of bus riding privileges without following the usual four-step process.

***IN ALL REFERENCES TO “PRINCIPAL” ABOVE, THE PRINCIPAL MAY DESIGNATE THE VICE-PRINCIPAL/TEACHER-IN-CHARGE TO BE RESPONSIBLE FOR SUCH DUTIES.**

Information Collection Authorization: This information is collected pursuant to the Board's education responsibilities as set out in the Education Act and its regulations. The information is collected for Transportation Services (STSCO) purposes and is within guidelines set out in the Municipal Freedom of Information and Protection of Privacy Act, 1989. This information will become part of the Ontario Student Record and Transportation Services (STSCO) file. Any questions with respect to this information should be directed to the Principal of the School which you are registered.

Users: Supervisory Officers, Principals, Teachers, Bus Operators, and Transportation Services (STSCO) staff.