



SCHOOL BUS STUDENT DISCIPLINE REPORT (PARENT)

*This form is to be used by school bus operators and assistants
as a 2nd level response for minor disciplinary infractions.*

| | | | | |
|-----------------------|-------------------------|-------------------------------|---------------------------|-----------------|
| Student Name _____ | Student Number _____ | Date of Incident _____ | Time of Incident _____ | School _____ |
| SBO Name _____ | Bus # _____ | Location of Incident _____ | | |

Description of Incident

What led to the incident? _____

What occurred during the incident? _____

How was the incident resolved? _____

Result of the incident (injury/property damage/disruption/bus safety): _____

- Prior interventions/solutions attempted:
- | | |
|---|--|
| <input type="checkbox"/> Informal Conference(s) | <input type="checkbox"/> Student Discipline Report(s) (Parent) |
| <input type="checkbox"/> Reflection Exercise(s) | <input type="checkbox"/> Student Discipline Report(s) (School) |
| <input type="checkbox"/> Parent Contact(s) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Seat Change(s) | <input type="checkbox"/> _____ |

Transmittal

| | | |
|-----------------------------------|--|---------------|
| School Bus Operator Name _____ | School Bus Operator Signature _____ | Date _____ |
| Parent/Guardian Name _____ | Parent/Guardian Signature _____ | Date _____ |
| School Official Name _____ | School Official Signature _____ | Date _____ |

Important Note: Any failure to facilitate the success of this informal disciplinary strategy will result in an escalation of disciplinary action.

Routing: (1) SBO, (2) Parent/Guardian, (3) SBO, (4) School, (5) Route Manager (Notify Only) RM Notified? _____