

# BUS CONDUCT REPORT

**Notice to Parents:** The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus/van. Please discuss this situation with your child and cooperate with any corrective action.

Date of Incident: \_\_\_\_\_

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Room: \_\_\_\_\_

1<sup>st</sup> notice                       2<sup>nd</sup> notice                       3<sup>rd</sup> notice

Time of Incident: \_\_\_\_\_ am/pm

Driver/Monitor's Name: \_\_\_\_\_

Bus Number/Route Number: \_\_\_\_\_

**Driver/Monitor's Report** (check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Violation of Safety Procedures    | <input type="checkbox"/> Excessive mischief | <input type="checkbox"/> Eating/Drinking            |
| <input type="checkbox"/> Destruction of Property/Littering | <input type="checkbox"/> Writing on Vehicle | <input type="checkbox"/> Rude/Discourteous/Annoying |
| <input type="checkbox"/> Fighting/ Pushing/Tripping        | <input type="checkbox"/> Smoking            | <input type="checkbox"/> Unacceptable Language      |

**Description of Incident in Detail:** (Do not use other student's names)  
Use second page (not back) if needed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Driver/Monitor Signature

\_\_\_\_\_  
Date

Rec'd by \_\_\_\_\_  
Sent to School/SPED Office \_\_\_\_\_