

**Inver Grove Heights Community Schools – Independent School District 199**

**Date Faxed:** \_\_\_\_\_ **Time Faxed:** \_\_\_\_\_

**TRANSPORTATION MISCONDUCT REPORT**

Student's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Driver's Name \_\_\_\_\_ Date \_\_\_\_\_ Route # \_\_\_\_\_

**Dear Parent/Guardian:**

In order to guarantee your child and other children riding the bus the safe transportation they deserve, we are utilizing the following discipline plan:

**Our philosophy:** All students are expected to behave appropriately and safely while riding on a school bus. Unsafe behavior prevents drivers from doing their job and other students from having safe transportation.

**Your child has chosen to violate the following rule(s):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Violation of safety procedures          | <input type="checkbox"/> Refusing to obey driver   | <input type="checkbox"/> Hanging out bus window              |
| <input type="checkbox"/> Improper boarding, departing            | <input type="checkbox"/> Defiance                  | <input type="checkbox"/> Rudeness/disrespect                 |
| <input type="checkbox"/> Improper bus stop procedures            | <input type="checkbox"/> Fighting                  | <input type="checkbox"/> Failure to remain seated            |
| <input type="checkbox"/> Harassment                              | <input type="checkbox"/> Physical abuse            | <input type="checkbox"/> Excessive noise                     |
| <input type="checkbox"/> Verbal abuse, profanity                 | <input type="checkbox"/> Riding unassigned bus     | <input type="checkbox"/> Inappropriate gestures              |
| <input type="checkbox"/> Vandalism, property destruction         | <input type="checkbox"/> Eating or drinking on bus | <input type="checkbox"/> Spitting                            |
| <input type="checkbox"/> Smoking on bus                          | <input type="checkbox"/> Throwing objects          | <input type="checkbox"/> Possession/use of dangerous objects |
| <input type="checkbox"/> Possession/ use of prohibited substance | <input type="checkbox"/> Other                     |  |

**If a student chooses to break a rule, the following consequence is applied:**

First warning: Verbal warning from bus driver which may result in seat assignment.

First write up: Conduct report issued, conference with student and principal, parent notified, and possible detention.

Second write up: Conduct report issued, conference with student and principal, parent notified, possible detention, and/or one to five (1-5) day suspension of bus riding privileges.

Third write up: Conduct report issued, parent notified, and possible suspension of riding privileges for up to the full school year. Conference with student, principal and parents, transportation representative upon request of school administration.

**The following are examples of serious behaviors, which may result in an automatic suspension of riding privileges for the full school year:**

- Use of tobacco, alcohol, illegal drugs, fighting, hitting, biting, or spitting
- Threat, harm or harassment of any person(s) on the school bus
- Possession or use of any dangerous objects (knives, guns, lighters, etc.)
- Vandalism to bus
- Defying the bus driver
- Unauthorized exit from any emergency exit
- Throwing articles in and out of the school bus
- Body parts hanging out of the window

Driver's comments: \_\_\_\_\_

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

School action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Suspension or Transportation Date*

\_\_\_\_\_  
*Signature of School Official*

\_\_\_\_\_  
*Date*