

School Bus Incident Report Information

(revised 5-30-19)

The following procedures will be followed whenever a student passenger fails to observe one of the school bus rules for safety:

First Offense - The school bus driver will document the behavior on the school bus incident report (warning), principal/designee talks to the student and adds any additional information to the report, then sends the incident report home.

Second Offense - The school bus driver will contact the student's parent/guardian to explain the violation and the driver will fill out a school bus incident report. The school principal/designee will assess the situation and assign the appropriate consequence necessary to correct the student's behavior. The principal/designee will complete the incident report and send the document home.

Third Offense - The school bus driver will contact the student's parents/guardian to explain the violation and the student may be suspended for 10 days from riding all BGCS buses. The driver will fill out a school bus incident report and a copy will be sent to the school principal/designee and parent/guardian. The Director/Assistant Director will create the 10 day suspension letter and mail it home along with the third incident report.

Fourth Offense - The school bus driver will fill out a school bus incident report and notify the transportation administration. The transportation Director/Assistant Director will contact parent/guardian and the school principal/designee to inform them of the violation and the 30 day suspension. The Director/Assistant Director will create the 30 day suspension letter and mail it home along with the fourth incident report.

Fifth Offense - The school bus driver will fill out a school bus incident report and notify transportation administration. The transportation Director/Assistant Director will contact the parent/guardian and the school principal/designee to inform them of the violation and that the student may be suspended off BGCS buses the remainder of the school year. The Director/Assistant Director will create the bus expulsion letter and mail it home along with the fifth incident report.

- A single serious and inappropriate incident on a school bus may result in immediate suspension/expulsion from riding BGCS school buses.