

TRANSPORTATION REQUEST**RED LAKE SCHOOLS****INSTRUCTIONS**

1. Requests must be submitted prior to each trip and sent to the Transportation Department.
2. A separate request form must be filled out for each trip.
3. Send white and blue copies to Transportation.
4. Blue copy will be returned by Transportation following approval.

THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL

DATE OF TRIP:	SCHOOL:	DESTINATION:	
DEPARTURE TIME FROM SCHOOL:	RETURN TIME TO SCHOOL:	GROUP:	
NUMBER OF RIDERS:	TEACHER IN CHARGE:	DATE SUBMITTED:	CHARGE TO:

COMMENTS: (INCLUDE ALL DIRECTIONS OR SPECIAL INSTRUCTIONS)

APPROVED BY:	TITLE:	DATE APPROVED:
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THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT

DATE RECEIVED:	DATE ACKNOWLEDGED:	VEHICLE:
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☐

VAN

☐

BUS

☐

COACH

COMMENTS:

APPROVED BY:	TITLE:	DATE APPROVED:
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WHITE - TRANSPORTATION

BLUE - TRANSPORTATION (Return to Office)

YELLOW - TEACHER

PINK - OFFICE

BUS CONDUCT REPORT

RED LAKE SCHOOLS

STUDENT'S NAME

CLASS-GRADE

DATE OF INCIDENT

☐ 1ST NOTICE

☐ 2ND NOTICE

☐ 3RD NOTICE

BUS NO.

TRIP NO.

DRIVER'S NAME

NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.

2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

DRIVER'S REPORT:

☐ VIOLATION OF SAFETY PROCEDURES

☐ EXCESSIVE MISCHIEF

☐ EATING-DRINKING-LITTERING

☐ DESTRUCTION OF PROPERTY

☐ WRITING

☐ RUDE-DISCOMFORTING-ANNOYING

☐ FIGHTING-PUSHING-TRIPPING

☐ SMOKING

☐ UNACCEPTABLE LANGUAGE

☐

PRELIMINARY ACTION:

☐ CHECKED STUDENT'S FOLDER

☐ HELD CONFERENCE WITH STUDENT

☐ CONSULTED COUNSELOR

☐ TELEPHONED PARENT

☐

PRESENT ACTION AND RECOMMENDATIONS:

☐ STUDENT REGRETFUL, COOPERATIVE

☐ RECURRENCES WILL BE REPORTED

☐ DENIED BUS PRIVILEGE UNTIL _____

☐

☐ PLACED ON PROBATION

☐ SUSPENDED

☐ REFERRED TO: _____

(DRIVER'S SIGNATURE)

PARENTS' COPY - WHITE

(ADMINISTRATOR'S SIGNATURE)

OFFICE COPY - BLUE

TRANSPORTATION COPY - PINK

(DATE)

DRIVER'S COPY - YELLOW

RPC, 56342