

School Bus Discipline: How does it work?

The safety of all students is paramount to any Transportation Department. Our number one concern at the FCSC Transportation Department is the safe transportation of our students on a daily basis. Occasionally, discipline problems occur on our School Buses. This short document details what parents need to know about how our discipline process works and who to contact with concerns.

Step 1: Verbal Warning

A driver will issue a Verbal Warning to a student as a reminder to follow the bus rules and regulations. Verbal Warnings are issued in everyday occurrences and will not result in an immediate bus suspension. Typically, a driver will contact the student's parents when a Verbal Warning has been issued in order to make the parents aware of their student's behavior. If accurate contact information is not on file with the Transportation Department, this contact may come from the school of attendance. In certain cases, the Building Administrator at the school of attendance may choose to address the student in an attempt to curb their behavior. All Verbal Warnings will be documented on the Bus Conduct Form (see next page), and a record will be kept at the Transportation Department and the school of attendance.

Step 2: Written Warning

After a Verbal Warning has been issued, if the misbehavior continues, a driver will issue a Written Warning to a student. At this point, the student will be referred to the office at their school of attendance, where a Building Administrator will address them and their behavior. The Building Administrator will make parental contact and issue any additional discipline in addition to the Written Warning, if necessary. All Written Warnings will be documented on the Bus Conduct Form, and a record will be kept at the Transportation Department and the school of attendance.

Step 3: Administrator Action Required – Bus Suspension

If a Verbal Warning and Written Warning have failed to curb the misbehavior, a driver will request Administrator Action upon the third instance of a problem. This action is detailed on the Bus Conduct Form. The student will again be referred to the office at their school of attendance, where a Building Administrator will address them and their continued behavior. The Building Administrator will make parental contact and issue a bus suspension for a term they deem reasonable for the behavior. Typical bus suspensions are one (1) day, three (3) days, and five (5) days. Chronic, documented behavioral issues may result in an immediate and/or lengthier bus suspension.

It is of importance is to note that a driver may request a one (1) day bus suspension at any point during the discipline process if the student's behavior is serious enough to justify an immediate suspension.

Parents should contact their student's school of attendance with any questions or concerns about this disciplinary process. ***Disciplinary action is issued through the school of attendance.***

SAMPLE

Bus Conduct Form
Fayette County School Corporation
1501 Spartan Drive, Connersville, Indiana 47331 • (765) 827-0891

Student's Name: _____

Student's Address: _____

Class/Grade/School: _____

Parent/Guardian: _____

Date of Incident: _____ Time of Incident: _____

Driver's Name/Bus #: _____

NOTICE TO PARENTS/GUARDIANS

The Driver/Building Administrator has reported an incident that took place on the bus which requires disciplinary action for the above named student.

DESCRIPTION OF INCIDENT: _____

IS THIS A STATE RECORDABLE OFFENSE: Yes No If yes, must be entered in PowerSchool.

ADMINISTRATOR ACTION:

PRESENT ACTION:

1st Notice = VERBAL WARNING Date: _____ Parent Contact:

2nd Notice = WRITTEN WARNING Date: _____ Parent Contact:

3rd Notice = ADMIN. ACTION REQ. Date: _____ Parent Contact:

Suspension: ___ DAY(S) SUSPENSION Date(s) of Suspension: _____

Driver Signature: _____ Date: _____

Admin. Signature: _____ Date: _____

Disciplinary action may not follow the progressive steps outlined above in the event of a serious and/or chronic disciplinary issue. Riding the bus is a privilege which may be revoked. Parents are urged to appreciate the disciplinary action taken and to discuss this to prevent further occurrence.

The Bus Driver is responsible for Parental Contact at the 1st Notice.
The Administrator is responsible for Parental Contact at the 2nd Notice, if applicable.
The Administrator is responsible for Parental Contact at the 3rd Notice (Suspension).

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