

**SCHOOL DISTRICT NO. 51 (BOUNDARY)**  
**REPORT OF AN INCIDENT ON SCHOOL BUS**

"YOUR CHILDREN'S SAFETY IS OUR BUSINESS"

This discipline memo has been given to your son/daughter for reasons as checked below. Please sign this memo indicating that you are aware of the problem and as a guarantee of good behaviour from your son/daughter and return to the Bus Driver.

DATE	_____	BUS ROUTE	_____
STUDENT'S NAME	_____	GRADE	_____
SCHOOL	_____	DRIVER	_____

**DRIVER'S REPORT**

**Incident:**

***STEP - Infractions***

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Moving around while bus in motion   | <input type="checkbox"/> Excessive noise | <input type="checkbox"/> Pushing and tripping     |
| <input type="checkbox"/> Leaving assigned seat   | <input type="checkbox"/> Littering       | <input type="checkbox"/> Obscene/Abusive language |
| <input type="checkbox"/> Throwing objects/garbage  | <input type="checkbox"/> Intimidation    |   |
| <input type="checkbox"/> <b><i>Not bringing supplied, washable mask (secondary students) and using multiple disposable masks</i></b> |  |   |
| <input type="checkbox"/> Other _____   |  |   |

***Automatic Infractions (minimum 2-day suspension and Administrator involvement)***

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Refusing to wear mask | <input type="checkbox"/> Spitting          | <input type="checkbox"/> Smoking / Vaping |
| <input type="checkbox"/> Destroying property   | <input type="checkbox"/> Physical Fighting |   |
| <input type="checkbox"/> Other _____           |  |   |

**Driver's Notes:**

- |   |  |
|---|--|
| <input type="checkbox"/> Spoke with student | <input type="checkbox"/> Reported to Administrator |
|---|--|

## STEP INFRACTIONS

- Step 1 \_\_\_ First Warning – Verbal warning to the student has been given and recorded on form.  
(Copy of form sent to Administrator and to Guardian for signature)
- Step 2 \_\_\_ Second Warning – Driver records incident and reports it to the School Administrator. The School Administrator will contact parents to discuss the incident.  
(Copy of form sent to Administrator and to Guardian for signature)
- Step 3 \_\_\_ Third Warning – Driver records incident and reports to the School Administrator. This is the second written warning; therefore, bus riding privileges may be suspended for up to 4-days. The School Administrator will contact the parents to advise them of the steps taken and to caution that the next offence will result in an indefinite suspension.  
(Copy of form sent to Administrator and to Guardian for signature)
- Step 4 \_\_\_ Fourth Warning -- Driver records incident and reports to the School Administrator, who will then contact the parents to advise them that the student's bus riding privileges have been suspended indefinitely. Appeals may be made under the School District Appeals Policy.  
(Copy of form sent to Administrator)

### ***(Driver's discretion)***

\_\_\_ ***Repeatedly forgotten washable masks. Students will have access to a disposable mask when needed but expectation is that they bring the washable masks that school provided for the bus ride. If repeatedly forgotten, we may request a meeting with the Guardian.***

## AUTOMATIC INFRACTIONS

\_\_\_ These infractions are extremely serious in nature and will not be tolerated by School District 51. If your son/daughter has been identified as doing one of these, they will not be able to use the District provided bussing for a minimum of 2-days and the School Administrator will be involved.

\_\_\_ Repeated automatic infractions can result in an indefinite suspension and will be required to meet with the Administration.

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Driver

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Parent's Signature