

## STUDENT SCHOOL BUS BEHAVIOR MANAGEMENT POLICY

A. General. The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. As such, school principals are equally as responsible for discipline on school buses as they are on school campuses. Principals may take disciplinary action for school bus misconduct consistent with this Enclosure. Riding school buses is a privilege that may be suspended or even revoked if a student does not behave in a safe and proper manner. Nothing in this Enclosure precludes the principal from exercising appropriate discipline under other sections of this regulation, including suspending the student from school or from school-related activities, for misconduct on school buses.

B. Applicability. This policy applies to all DoD schools overseas. However, in a few instances, primary responsibility for enforcing school bus safety and disciplinary control remains with the Military Service pursuant to a Memorandum of Understanding (MOU) agreed upon by (and available from) the DoDDS Area Director's Office and the respective major command. Area Director's Offices will amend those MOU to ensure that Military Command disciplinary policy is consistent with the policy in this Enclosure.

C. Discipline of Children with Disabilities. Discipline of children with disabilities must be administered consistent with the provisions of Enclosure 5. A child with disabilities may not be removed from the school bus in excess of 10 days (consecutively or cumulatively) until the case study committee has determined that the child's removal does not constitute a change in placement or otherwise interfere with the child's free appropriate public education. If a child with disabilities misbehaves on the school bus and the determination is made that the misbehavior is not related to the disability, the student may be subject to disciplinary action in accordance with Enclosures 3 and 5.

D. Responsibilities.

1. Student Responsibilities. Students are responsible for:
  - a. Complying with the behavior standards for school bus students (attachment 2).
  - b. Obeying the instructions of bus drivers, DoDDS personnel and military officials.
  - c. Attending and completing school bus safety training sessions when offered by the school or military installation.
  - d. Presenting a school bus pass on demand.
  - e. Reporting the loss or damage of school bus passes to the local school bus management office or school administrator's office.
  - f. Providing school personnel with written notification from parents/sponsors/guardians for any variation from their normal departure from school.

2. Parent/Sponsor/Guardian Responsibilities. Parents, sponsors or guardians are responsible for:

- a. The behavior of their student family members and the cost to repair damage to vehicles caused by the misconduct of their student family member.
- b. Ensuring that student family members accorded school bus riding privileges have been advised of, and understand, the school bus behavior management policy.
- c. Ensuring that student family members have a valid school bus transportation pass.
- d. Ensuring the safety of student family members to, from, and while waiting at the bus stop.
- e. Ensuring that student family members are at the designated bus pickup point at least 5 minutes before the scheduled arrival of the bus.
- f. Reporting incidents to the local DoDDS school bus office management officials of unsafe or unruly behavior observed on school buses and at school bus stops.
- g. Providing school personnel with timely written notification when a student has a change in his/her normal transportation schedule.
- h. Getting their student family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended by DoDDS or appropriate military officials.
- i. Serving as a bus monitor when required by the military commander.
- j. Acknowledging that student ridership is contingent upon parental agreement to these responsibilities.

3. School Principal Responsibilities. School principals or designees, are responsible for:

- a. The overall administration and success of their school bus discipline program.
- b. Making clear school policy that the time students spend going to and from school is an extension of their school day and that school buses are an extension of the school campus.
- c. Taking appropriate action on student school bus misbehavior, to include collecting, when investigative assistance is otherwise unavailable, the facts necessary to resolve factual matters, deciding and announcing what discipline is appropriate, and ensuring that school bus misconduct incidents are recorded in WinSchool.

d. Leading and overseeing the conduct of all investigations and student interviews that relate to Category C, Severe Infractions, and Category D, Criminal or Illegal Acts (if jurisdiction is not taken by the military community) from the Table of Consequences (attachment 6) and every incident of a highly sensitive nature; e.g., sexual misconduct.

e. Supervision of school bus loading and off-loading at school areas.

f. Referring to the local military command, for review, repeated acts of student misconduct, student criminal acts, student-caused damage to the bus or another person's property, and instances when parents/sponsors/guardians are unwilling or unable to take corrective action when their children have been found guilty of school bus misbehavior.

g. Monitoring attendance of students who have been removed from school buses for cause.

h. Conferring with parents/sponsors/guardians of students who have been involved in a serious misconduct incident or repeated incidents of school bus misbehavior.

i. Providing each sponsor with a copy of the Memorandum for Parents and Sponsors of Students Riding DoDDS School Buses, the Behavior Standards for School Bus Students, and the School Bus Misbehavior Report at the time of registration (attachments 2 and 7) and having both the sponsor and the student sign the Acknowledgement of Responsibility form (attachment 3).

j. Ensuring that children with disabilities are disciplined in accordance with Enclosure 5 of this Regulation.

4. DoDDS School Bus Office Responsibilities. School bus management office personnel are responsible for:

a. Issuing school bus passes to students accorded school bus riding privileges and ensuring that the sponsor and student have met the requirement stated in paragraph 3, item (i) above before issuing school bus passes.

b. Conducting in-school training on safety and school bus behavior standards.

c. Ensuring that bus service providers have instructions on how to handle and report various incidents and of actions to be taken when student misconduct is observed while en route to or from school, and that the bus contractors have trained their bus drivers and administrative personnel on these procedures.

d. Conducting initial assessment of Category A, Minor Misconduct and those Category B, Serious Infraction incidents which don't otherwise require immediate referral to the principal, and taking appropriate action, to include collecting the facts necessary to resolve factual matters, identifying the students involved, and interviewing student passengers and any witnesses named.

- e. Deciding and announcing appropriate discipline for minor misconduct and immediately referring to the principal's office those cases with consequences that include suspension of bus privileges and those cases of a highly sensitive nature with a recommendation for action based on initial investigation.
- f. Contacting parents and sponsors of students involved in misconduct (Category A and some Category B) to provide them details and findings of those incident investigations and any consequences to be imposed as a result of that misconduct.
- g. Assisting and coordinating with principals and military commanders on serious school bus misbehavior or alleged criminal acts by students by providing them bus driver reports and other necessary documentation arising from their contractual duties as Quality Assurance Evaluators or Contracting Officer's Representatives.
- h. Collecting and returning bus passes as a result of the suspension of school bus riding privileges.
- i. Advising the bus service provider of the duration of suspensions and any route changes that may result.
- j. Assisting principals or their designees in the supervision of the loading and unloading of school buses at schools, when available in conjunction with routine contract quality assurance inspections.
- k. Assisting the school principal in preparing and submitting adequate and proper information, including written reports, required in the delivery of bus transportation services, when DoDDS TMO personnel are present at the scene of an accident or incident requiring the reporting of information.
- l. Performing as the primary liaison between school bus contractors, school principals and administrators and military community officials.
- m. Advising military commanders on the desirability of starting, or continuing, a school bus monitor program, including coordinating with the bus service providers, providing the commander with the names and addresses of eligible student riders and of their parents/sponsors, and the taking of reports of misconduct from appointed or volunteer bus monitors when school bus management staff is approached.
- n. Maintaining school bus discipline misbehavior statistics and providing them on a regular basis to school administrative personnel and district transportation management staff, as community-level summary information, in addition to each school maintaining individual WinSchool discipline records.

5. District Superintendent Responsibilities.

- a. Exercise overall supervision of the administration of student discipline within the district to ensure consistency of punishment and adherence to the student school bus behavior standards.
- b. Resolves disputes between parents/children and school principals on the severity or propriety of discipline for a student.
- c. Coordinates with military command when parent ridership of the school bus is necessary to ensure continuation of school bus services.

6. DoDDS Area Director's Office Responsibilities.

- a. Exercises general supervisory authority over all aspects of the administration of school bus discipline within the area to ensure consistency in the application of discipline and adherence to the school bus behavior standards.
- b. Supports the concerns of principals and District Superintendents in the administration of student discipline.
- c. Negotiates Memoranda of Understanding (MOU) with the Military Services to obtain support and assistance in the administration of school bus discipline, to include investigative support and, when appropriate, to ensure the safety or continuation of school bus services.
- d. Negotiates changes to existing MOU with the Military Services to ensure consistency in discipline for school bus infractions, to ensure conformity with the provisions of this Enclosure and, in cases involving children with disabilities, compliance with Enclosure 5 to this Regulation.

7. Military Commander. The military commander will perform those duties agreed upon in the MOU between the DoDDS Area Director's Office and the respective major commands. Copies of MOU are available at the DoDDS Area Director's Office and at the local military installation.

E. Procedures. The following procedures are provided to assist in implementing the school bus behavior management policy:

1. Parental Involvement

- a. At the time the student is registered for school bus service, the school bus office or registrar will provide the student and the sponsor with a copy of a Memorandum for Parents and Sponsors of Students Riding DoDDS School Buses (attachment 1), a copy of Behavior Standards for School Bus Students (attachment 2), and a copy of the School Bus Student Misbehavior Report Form (attachment 7).

b. The sponsor and the student will sign and return to the school bus office or school the Acknowledgement of Responsibility Form (attachment 3), acknowledging in writing that they have been provided a copy of the Behavior Standards for School Bus Students, and that they understand and agree with the contents thereof. The student will agree to abide by the Behavior Standards for School Bus Students. The sponsor will agree to be financially accountable for damage to the school bus caused by the student rider's misconduct and to serve as a bus monitor when required by the military commander. The signed copy of the Acknowledgment of Responsibility will be held in the school bus office files.

## 2. School Bus Passes

a. Each student will travel to and from on the assigned bus.

b. Students will be responsible for safekeeping their assigned passes. Students are required to present their school bus pass to the driver of the bus as they board the bus. Students who fail to present their passes must provide their name to the bus operator who will report the student to the school bus management or school office. Students or their sponsors must report the loss or damage to school bus passes to the local school bus management office before that office will replace a pass. Parents/sponsors may be required to sign for receipt of a replacement pass.

## 3. School Bus Discipline

a. Trivial infractions of the disciplinary rules shall be confronted expediently. School or bus office personnel, the school bus operator or the authorized second adult on the bus may remind a child of what is acceptable behavior when a child engages in minor acts of indiscretion.

b. Serious or repeated misconduct will be reported to the school bus office or school administration personnel using the 'School Bus Student Misbehavior Report', DT Form 6 (attachment 7) or acceptable alternative form as it appears in a local contract.

c. The school bus office will review the misbehavior report and evaluate the seriousness of the offenses described and prescribe the appropriate remedy in cases of minor misconduct or refer more serious offenses or those of a highly sensitive nature immediately to the principal.

d. When the school bus office concludes upon investigation that the conduct does not warrant suspension of bus privileges, the school bus office staff will counsel the student and send a warning memorandum (see attachment 4) to the parents/sponsors of the child informing them of the misconduct and requesting that the behavior standards for school bus students be discussed with the child. The parents/sponsors of the child are required to acknowledge receipt of the school bus office's memorandum.

e. If the offenses described in the misbehavior report suggest to the school bus office that a suspension of bus privileges is appropriate, the principal will be notified immediately and will, in turn, notify the student of his intention to suspend the student from the bus and provide the student with the opportunity for an informal conference.

f. During the informal conference, the principal will describe the information that supports the principal's decision to suspend and afford the student an opportunity to respond by way of explanation of his or her conduct, and by offering other types of evidence to support the student's explanation or to establish that the student has not committed an act of misconduct. The informal conference may be held before, or simultaneously with the administration of any suspension, but suspension may be executed prior to the informal conference when the student's conduct imperils or threatens to imperil the life, limb of any student or to disrupt the good order of the bus or the general educational environment, and the conference cannot reasonably be conducted prior to the commencement of the suspension. After the principal has made a reasonable inquiry and is in possession of sufficient information to make a determination, the principal shall make and announce to the student his/her findings. The principal shall then inform the student as to the disciplinary sanctions which will be imposed, if any.

g. The principal may consolidate school bus discipline with a disciplinary proceeding for other school disciplinary infraction, pursuant to Enclosures 3 and 4 of this Regulation. Or, the principal may elect to proceed under the provisions of Enclosures 3 and 4 in lieu of seeking school bus discipline only under this Enclosure, particularly if the student's school bus behavior jeopardizes the safety and well-being of others and/or the student commits any prohibited act set forth in Enclosure 2, or the student's misconduct unreasonably disrupts the educational environment. If the principal seeks to invoke the procedures and consequences of Enclosures 3 or 4 of this Regulation, case processing pursuant to those Enclosures will preempt further processing under this Enclosure.

h. The procedures in Enclosure 5 must be followed if a child with disabilities is subjected to school bus or other school discipline.

i. If the school principal decides that suspension from the bus is appropriate, in proceedings under this Enclosure or Enclosures 3 or 4, he/she will forward a memorandum to the parents/sponsors of the child advising them of the seriousness of the violation and that the school bus riding privileges for the child have been suspended for a specified period of time (attachment 5 to this Enclosure). The parents/sponsors of the child are required to acknowledge receipt of the memorandum. The principal shall forward a copy of each suspension notice to the school bus management office, which will notify the contractor of the suspension and retain the offender's school bus pass until returned to the student at the end of the suspension period.

j. The type of discipline appropriate to a child's misconduct depends upon the principal's assessment of the nature and seriousness of the misconduct and the number of infractions. In deciding the appropriate discipline, the principal must take into account a variety of factors that include, but are not limited to: the nature, extent, and seriousness of the injury or possible injury to life and limb to another person or to the perpetrator or the damage to property, the strength of the evidence of the offense, the prior disciplinary record of the perpetrator and of other perpetrators who have been punished for the same or similar misbehavior, the perpetrator's intent to cause injury or damage, the perpetrator's contrition and willingness to make restitution for damage to property; the value of damage to property or the injury to another person, the difference in the size or age of the student causing the damage or injury to another person, the repulsiveness of the particular vulgarity or obscenity, the role of the child as an initiator or

follower of others in the misconduct, the age of the perpetrator and awareness of the offensiveness of the particular act, the stature of the person against whom the misbehavior is directed and the resultant breakdown of authority over, or the discipline of, other students, and the repetitiveness or cumulative effect of multiple infractions. The school principal shall reference and consider the School Bus Infractions and Recommended Consequences Table (attachment 6) when administering disciplinary action. It lists infractions and provides guidelines on what may be considered 'minor misconduct', 'serious infractions', and 'severe offenses' and 'criminal or illegal acts' for purposes of determining the nature and extent of disciplinary consequences. These infraction categories are to be used by the principal when reporting student misconduct to parents/students and are to be prominently displayed in the school and the school bus management office. In addition, the 'School Bus Rules' from attachment 2 shall be prominently displayed in the school, the School Bus Office, and on school buses where possible. As noted in Enclosure 2, the existence of a separate list of school bus disciplinary rules does not mean that infractions of school bus discipline are excluded from the list of infractions in attachment 2 as Grounds for Suspension or Expulsion from school. However, the school has the discretion to assign consequences for school bus infractions either within the context of school bus transportation or as part of school discipline generally. Again, when school bus discipline would interfere with the free and appropriate public education of a child with disabilities, the procedures in Enclosure 5 concerning disciplinary procedures for students with disabilities must be followed.



**SAMPLE BEHAVIOR STANDARDS MEMORANDUM TO PARENTS AND SPONSORS**

**MEMORANDUM FOR PARENTS AND SPONSORS OF STUDENTS RIDING  
DODDS SCHOOL BUSES**

**SUBJECT:** Behavior Standards for DoDDS School Buses

This memorandum concerns the safety and well-being of our children as they ride our school buses this school year. Please take the time to read it carefully.

The safe transportation of DoDDS students is our most important concern. DoDDS contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. This is only part of the formula, however. The safe operation of school buses also depends on proper conduct by the students that ride those buses.

Parents share with their students the responsibility for student behavior on our school buses. Attached is a copy of DoDEA's Behavior Standards for School Bus Students. Parents and sponsors must ensure that their children understand the rules for riding the school bus and that they follow those rules. When children disobey the rules, they make the bus unsafe for every student on that bus. Bus drivers must not be distracted from safe driving by children's misbehavior. Students must show respect for bus drivers and follow their instructions.

**School bus transportation is a privilege that may be suspended or revoked.** We do not have the resources to be school bus policemen. We rely on parents and sponsors to teach their children proper behavior. Accordingly, school bus rules will be strictly enforced. Students not complying with school bus rules may have their bus riding privileges suspended or revoked up to the rest of the year. **When this happens, parents and sponsors must make their own arrangements for their children to get to and from school according to established school hours.**

As a parent, **you must agree**, as a condition for having your children ride the school bus, **that you will reimburse the U.S. Treasury for the cost incurred by the school to repair damage** caused to the school bus by your children's misconduct **and to serve as a bus monitor** when required by the military commander.

All DoDDS personnel take the safety of the children that ride school buses very seriously. We expect parents and sponsors will do the same. Please sit down with your children, carefully go over the attached rules, complete and return the acknowledgment of receipt and understanding to your children's principal. Let us work together to make this school year safe.

Principal's Signature

Attachment:  
As stated

**DODEA  
BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS**

On or around school buses, students must conduct themselves in accordance with these school bus rules:

**The 10 School Bus Rules**

1. Obey the driver or adult.
2. Enter and exit the bus safely and always show your bus pass.
3. Stay properly seated and use seatbelts when available.
4. Keep your hands, feet and other body parts to yourself.
5. Do not throw things.
6. Put nothing out of the window.
7. Remain quiet and do not disturb the driver or others.
8. No profanity, indecency, smoking, prohibited items or vandalism.
9. Do not eat, drink or chew gum.
10. Be responsible, be safe.

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

I, the DoD sponsor of \_\_\_\_\_, acknowledge that I have received a copy of the DoDEA Behavior Standards for School Bus Students. I have explained the school bus behavior standards and the necessity for those standards to my child, and I have explained that I expect these school bus behavior standards to be followed. I understand that consequences for student misbehavior could include suspension or revocation of bus rider privileges. I also understand and agree to reimburse the U.S. Treasury for the costs incurred by the school to repair any damage to the school bus caused by my child's misconduct. I agree that I will serve as a school bus monitor (or will be responsible for finding a person to serve as monitor on my behalf) should I be required to serve by the military commander.

\_\_\_\_\_  
Printed Name and Signature of Parent/Sponsor

\_\_\_\_\_  
Date Signed

I understand the behavior standards and will conduct myself accordingly.

\_\_\_\_\_  
Printed Name and Signature of Student

\_\_\_\_\_  
Date Signed

**SAMPLE WARNING MEMORANDUM**

MEMORANDUM FOR \_\_\_\_\_ (Name of Parent or Sponsor)

SUBJECT: Student School Bus Misconduct Warning

1. The school has received notice of unacceptable behavior by \_\_\_\_\_ on \_\_\_\_\_ . The report indicated: \_\_\_\_\_

2. The administrative action taken in response to this incident is a warning. If another incident occurs involving your child, bus-riding privileges may be suspended or revoked. During any period of bus suspension or revocation, you will be responsible for transporting your child to and from school to arrive at \_\_\_\_\_ and depart at \_\_\_\_\_. Students may not be left at school outside of these times. Your unit commander or supervisor will be contacted on noncompliance with this schedule or unexcused student absence during any school bus suspension or revocation.

3. Please discuss the attached behavior standards with your child again.

4. Please sign below to acknowledge receipt of this memorandum and return it to school with your child by \_\_\_\_\_ in a sealed envelope addressed to \_\_\_\_\_.

Principal

Attachment:  
As stated

cc:  
Teacher/Counselor  
Transportation Management Office  
Installation Civilian Misconduct Action Authority (CMAA)  
Sponsor’s Military Commanding Officer or Supervisor

ACKNOWLEDGEMENT

\_\_\_\_\_  
Parent/Sponsor Signature                      Date                      Student Signature                      Date

Parent Telephone Numbers \_\_\_\_\_  
  Duty    Home    Emergency

**SAMPLE SUSPENSION MEMORANDUM**

MEMORANDUM FOR \_\_\_\_\_ (Name of Parent or Sponsor)

SUBJECT: Suspension of School Bus Riding Privileges

1. The school has received notice of unacceptable behavior by \_\_\_\_\_ on \_\_\_\_\_ . The report indicated: \_\_\_\_\_ .
  
2. As a result of this incident, \_\_\_\_\_ ‘s school bus riding privileges are suspended from \_\_\_\_\_ to \_\_\_\_\_. During this period of suspension, you are responsible for transporting your child to and from school to arrive at \_\_\_\_\_ and depart at \_\_\_\_\_. Students may not be left at school outside of these times. Your unit commander or supervisor will be contacted in the event of noncompliance with this schedule or if \_\_\_\_\_ is absent without excusal during this period.
  
3. Request you discuss the attached behavior standards with your child(ren) to ensure future compliance with all rules. **Remember, school bus transportation is a privilege for your family member(s) and may be suspended or revoked.**
  
4. Please sign below to acknowledge receipt of this memorandum and return it to school with your child by \_\_\_\_\_ in a sealed envelope addressed to \_\_\_\_\_.

Principal

Attachment  
As stated

cc:  
Teacher/Counselor  
Transportation Management Office  
Civilian Misconduct Action Authority (CMAA)  
Sponsor’s Military Commanding Officer or Supervisor

ACKNOWLEDGEMENT

Parent/Sponsor Signature	Date	Student Signature	Date
Parent Telephone Numbers _____			
	Duty	Home	Emergency

**SCHOOL BUS TABLE OF CONSEQUENCES**

Attachment 6 to Enclosure 7

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
<b>A</b> Minor Misconduct	1- Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing, insulting, or harassing other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane or obscene language or gestures 10- Littering	Oral/Written Warning	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY
<b>B</b> Serious Infractions	1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus 5- Sticking objects or body parts out the window/door 6- Full or partial nudity 7- Damage, theft, or pilfering <\$100	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY	
<b>C</b> Severe Offenses	1- Tobacco or alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism, damage, or theft >\$100 7- Any action that leads to a bus accident	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY		
<b>D</b> Criminal or Illegal Acts	1- Possession or use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb threat	<b>SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED</b> Serious Incident Report to appropriate authorities Notification to Installation Commander via Schools Liaison Officer (SLO) if appropriate				

Note:

- 1 - All rule infractions are cumulative in most cases for the SY. A series of minor infractions may result in serious consequences.
- 2 - All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
- 3 - SLO to be informed when suspensions/expulsions from bus occur.
- 4 - Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
- 5 - Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1.

**SCHOOL BUS STUDENT MISBEHAVIOR REPORT**

Please print clearly.

**TO:** \_\_\_\_\_ **School Bus Office**

**STUDENT NAME:** \_\_\_\_\_

**DATE OF MISCONDUCT:** \_\_\_\_\_ **TIME:** \_\_\_\_ : \_\_\_\_  
(Day / Month / Year) (24-Hour Clock)

**REPORTED BY:** \_\_\_\_\_ **ROUTE #:** \_\_\_\_\_  
Name of Driver / Adult

**FIRM** \_\_\_\_\_ **BUS LICENSE NUMBER:** \_\_\_\_\_

Place an X by the type(s) of misbehavior that occurred and circle the appropriate descriptive words:

- 1) **Obey the driver or adult.** *Included misbehavior:*
  - Failing to comply** with the driver's or another adult's instructions.
  - Being **Disrespectful** towards the bus driver or another adult.
  - Lying or Talking Back** to the driver or another adult.
- 2) **Enter and exit the bus safely and always show your bus pass.** *Included misbehavior:*
  - Boarding or Exiting** improperly.
  - Crossing the Street** in front of or behind the bus.
  - Failing to have **Bus Pass**, or using an **Unauthorized Bus** or **Bus Stop**.
  - Exchanging a Bus Pass** with another or **Refusing to show their Bus Pass**.
- 3) **Stay properly seated and use seatbelts when available.** *Included misbehavior:*
  - Standing** while the bus is moving or **Not Sitting Properly** or not wearing a **Seat belt**.
  - Obstructing** an empty seat, doors, stairs, or the aisle.
  - Sitting in the **Driver's Seat**.
- 4) **Keep your hands, feet and other body parts to yourself.** *Included misbehavior:*
  - Horseplay.**
  - Pushing or Tripping.**
  - Scratching, Biting or Hitting.**
  - Fighting or Injuring** another person.
  - Publicly Displaying Affection.**
  - Stealing** (theft, pilfering, etc.).
  - Tampering with **Bus Controls**.
  - Unauthorized operation of an **Emergency Door**.
- 5) **Do not throw things.** *Included misbehavior:*
  - Throwing** objects at, within or out of the bus.
  - Littering.**
  - Spitting.**
- 6) **Put nothing out the window.** *Included misbehavior:*
  - Putting objects or body parts out of the **Bus Windows**.
- 7) **Remain quiet and do not disturb the driver or others.** *Included misbehavior:*
  - Disturbing** other students.
  - Making **Excessive Noise** (listening to music without headphones, talking or singing loudly, or yelling).
  - Insulting or Harassing** or **Threatening** others.
  - Interfering** with the bus driver or another adult.
- 8) **No profanity, indecency, smoking, prohibited items, or vandalism.** *Included misbehavior:*
  - Profanity or Obscenity – Language or Gestures**
  - Lewd or Indecent Acts**
  - Nudity – Full or Partial.**
  - Smoking** or use of **Alcohol** or **Illegal Drugs**.
  - Possessing a **Weapon** or other **Prohibited Item**.
  - Vandalism** or other **Damage** (marking, cutting or mutilating property).
- 9) **Do not eat, drink or chew gum.** *Included misbehavior:*
  - Eating or Drinking** or **Chewing Gum**.
- 10) **Be responsible, be safe.** *Included misbehavior:*
  - Causing an Accident.**
  - Making a **Bomb Threat**.
  - Other** unacceptable behavior (describe below)

**What happened?** \_\_\_\_\_