

Regulation

SUPPORT OPERATIONS

5400.2

TRANSPORTATION DISCIPLINE REFERRAL

Student Information:	Bus Information:
Student's Name: _____	Driver's Name: _____
Date of Incident: _____	Bus #: _____
Grade: _____	Route: _____
School: _____	Time of Incident: _____

Incident Report

Level 1: Minor Infractions (Driver-Handled, May Lead to Referral)

- ☐ Verbal Warning(s) Given by Driver
- ☐ Disruptive Behavior (excessive noise, out of seat, horseplay, etc.)
- ☐ Failure to Follow Driver's Instructions
- ☐ Disrespect/Inappropriate Language (non-threatening)
- ☐ Littering or Minor Vandalism
- ☐ Other: _____

Level 2: Serious Infractions (Administrative Referral Required)

- ☐ Repeated Level 1 Infractions
- ☐ Defiance/Refusal to Comply with Driver's Instructions
- ☐ Bullying/Harassment (verbal, physical, or cyber-related)
- ☐ Profanity/Obscene Gestures Directed at Driver or Student
- ☐ Throwing Objects Inside or Outside the Bus
- ☐ Other: _____

Level 3: Major Infractions (May Result in Suspension)

- ☐ **Fighting/Physical Endangerment – *** Automatic 3-Day Suspension*
- ☐ Possession/Use of Tobacco, Vaping, or Other Illegal Substances
- ☐ Possession of a Weapon or Dangerous Object – *Immediate Suspension Pending Hearing*
- ☐ Serious Threats or Aggressive Behavior Toward Driver or Students
- ☐ Major Vandalism or Destruction of Property
- ☐ Other: _____

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Driver's Description of Incident:

Driver's Signature: _____ Date: _____

Administrative Action & Resolution

Administrative Response:

- ☐ Warning Issued
- ☐ Assigned Seating
- ☐ Lunch Detention
- ☐ After School Detention
- ☐ Bus Suspension (Dates: _____ to _____)
- ☐ Referral for Additional Disciplinary Action
- ☐ Transportation Hearing Scheduled (Date: _____)
- ☐ Other: _____

Administrator's Comments:

Administrator's Signature: _____ Date: _____

Parent/Guardian Notified By: ☐ Phone ☐ Email ☐ Letter **Date:** _____

Waterville Central School District

Approved by the Superintendent: 08/21/15, 11/18/15, 11/30/15, 3/25/25