MORTON UNIT SCHOOL DISTRICT 709

**BUS CONDUCT REPORT**

**Directions:** Please complete each of the items in red, indicate the rule(s) violated and the previous action(s) taken. Email the completed form to Nancy Weigle.

Student’s Name: Enter Student Name School: School ID#: ID Number Grade: Choose a Grade Date: Date

Bus Driver: Bus Driver Name Bus #: Bus # Trip: Choose an item. Warning number: Choose a number

NOTICE TO PARENTS:

1. Morton District 709 is both responsible and committed to providing the safest environment possible for their

 students and bus drivers while students are being transported to and from school / school activities. Riding the bus

 anytime is a privilege for any student.

2. The purpose of this report is to inform you of an incident violating bus safety / conduct rules requiring disciplinary

 action.

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

 today.

RULE(S) VIOLATED: PREVIOUS ACTION(S) TAKEN:

[ ]  All school rules apply on the bus.

[ ]  Obey driver’s directions the first time they are given. [ ]  Verbal warning.

[ ]  Remain in your seat facing forward at all times.

[ ]  Eating or drinking on the bus is not allowed. [ ]  Assign to front seat.

[ ]  Show common courtesy (keep hands, feet, and objects to yourself).

[ ]  No throwing objects out window. No spitting. [ ]  Previous written

[ ]  Loud, vulgar, and abusive language or noise is not allowed. conduct report.

[ ]  Do not litter, write on, or damage the bus (school property) in any way.

[ ]  Keep all harmful objects (drug, tobacco, alcohol, weapons, etc.) off the bus. [ ]  Severe infraction.

[ ]  No animals. No previous required.

DRIVER’S REPORT:

Please enter a narrative of the incident.

ACTION BY ADMINISTRATOR:

Please enter the action taken.