

PENDLETON SCHOOL DIST. 16-R

1207 SW FRAZER

PENDLETON, OR 97801

PH: (541) 276-6711 FAX: (541) 278-3208

## BUS REFERRAL

MID COLUMBIA BUS CO. INC.

P. O. Box 1108

73458 BUS BARN LANE

PENDLETON, OR 97801

PH. (541) 276-5621 FAX: (541) 276-5205

STUDENT NAME \_\_\_\_\_

DATE OF INCIDENT \_\_\_\_\_  AM  M/D  PM

ISSUE DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_ BUS ROUTE \_\_\_\_\_

DRIVER NAME \_\_\_\_\_

MIDCO Staff Signature \_\_\_\_\_

REFERRAL  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

**CONDUCT REPORT – VIOLATION OF BUS RULE(S)**

- |  |  |
|--|--|
| <input type="radio"/> Refuses to obey instructions from driver | <input type="radio"/> Prohibited Substances ***                    |
| <input type="radio"/> Destruction of Property ***              | <input type="radio"/> Loud Yelling or Noise                        |
| <input type="radio"/> Fighting-Pushing-Tripping-Throwing***    | <input type="radio"/> Eating-Drinking-Littering                    |
| <input type="radio"/> Vulgarity or Inappropriate Language      | <input type="radio"/> Violation of Safety Procedures               |
| <input type="radio"/> Failure to sit in seat properly          | <input type="radio"/> Failure to give proper name                  |
| <input type="radio"/> Harassment: __sexual__physical__verbal   | <input type="radio"/> Riding unassigned bus w/o written permission |

\*\*\* Please note: Any illegal behaviors may involve law enforcement.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DRIVER REPORT & ACTION**

- |  |  |
|--|--|
| <input type="radio"/> Student has been reminded of bus rules | <input type="radio"/> Student received behavior plan |
| <input type="radio"/> Student has received seat assignment   | <input type="radio"/> Parent contacted               |
| <input type="radio"/> Student received second warning        |  |

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRINCIPAL REPORT & ACTION**

- |  |   |
|--|---|
| <input type="radio"/> Student has been counseled _____ | <input type="radio"/> Pay restitution of damages _____  |
| <input type="radio"/> Seat assignment until _____      | <input type="radio"/> Parent Conference requested _____ |
| <input type="radio"/> Off the bus until _____          | <input type="radio"/> Parent Contacted _____            |

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parents, please take white copy and return yellow copy to the Bus Driver as soon as possible.**  
*White copy (Student/Parent) Yellow copy (School) Pink copy (Transportation)*