School Bus Conduct Report  
Columbia Public Schools  
Columbia, Missouri

(Please Print)
Student’s Name_____________________________________________ School _________________________

Driver’s Name______________________________________________ Bus No. ________________________

Date of Incident ______________________ Trip AM ______ PM _______ Expectation Violated ___________

School Bus Expectations

(Driver, please circle the expectation being violated and describe the incident)

1. Obey the bus driver. Follow directions the first time they are given.
2. Keep head, hands, feet and objects to yourself and inside the bus. Keep the aisle clear.
3. Remain seated in your assigned seat. (Back To Back, Seat To Seat And Feet On The Floor)
4. Do not eat, drink, litter, write on or damage the bus in any way.
5. Use respectful language. No loud talking or loud music, no cursing or swearing.
6. Bullying/Cyberbullying/Hazing ------- Please complete Bullying Report Form.

Driver’s Report: (Please print and describe the incident as you saw it)

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Corrective actions taken by Bus Driver:

_____ Reviewed bus rules and discussed inappropriate behavior with student
_____ Driver has changed student’s seating assignment
_____ Driver has warned student ___________ times
_____ Discussed incident with student’s teacher/principal
Other: _____________________________________________

Corrective actions taken by School Official:

_____ Held conference with student _____ Sent previous report home _____ Phoned parent
_____ Student’s bus riding privilege is suspended from ____________________ thru ____________________
_____ Student’s bus riding privileges will resume on ____________________
**** School consequences may also apply
Other: _____________________________________________

(Parents/Guardians - Please sign and have student return to Principal)

School Administrator’s Signature __________________________ Date __________________________

Parent Signature ______________________________________ Date __________________________

Drivers - Keep pink copy. Submit completed white and yellow document to the School Office.
Schools – Submit completed carbon copy to the Transportation Office.
COLUMBIA PUBLIC SCHOOLS – SCHOOL BUS PASSENGER EXPECTATIONS

The following expectations are in place to ensure the safety of all students. It should be noted that the school bus is considered an extension of the classroom.

1. Obey the bus driver. Follow directions the first time they are given.
2. Keep head, hands, feet and objects to yourself and inside the bus. Keep the aisle clear.
3. Remain seated in your assigned seat. (Back To Back, Seat To Seat And Feet On The Floor)
4. Do not eat, drink, litter, write on or damage the bus in any way.
5. Use respectful language. No loud talking or noises, no cursing or swearing.

It is a PRIVILEGE to ride the school bus. Students are subject to losing their riding privilege for infractions of the above rules.

If it becomes necessary for the driver to refer a student to the principal’s office for repeated infractions of bus expectations or any other form of behavior deemed inappropriate by the driver, the driver will complete a SCHOOL BUS CONDUCT REPORT which will be delivered to the principal at the earliest possible time. The driver’s description of the misconduct must be specific as possible according to the way he/she witnesses it or perceived it through reports from reliable sources.

PROCEDURES AND CONSEQUENCES

Step 1. Bus driver offers verbal directives for inappropriate behaviors.
Step 2. Bus driver takes corrective action by assigning seats.
   a. School officials will refer to the CPS behavior matrix to determine level of infraction and school consequences which may include suspension of bus riding privileges.
   b. Severe behaviors (fighting, bullying, aggressive behavior towards other passengers or the bus driver) results in potential revocation of bus riding privileges.

District school buses are considered extensions of the school environment. Any student whose conduct on district transportation is improper or jeopardizes the safety of other students may be suspended from district transportation services and may be disciplined in accordance with district policy. Uniform rules of conduct and disciplinary measures will be enforced. When a student does not exhibit proper conduct on a bus, the building principal shall be notified in writing by the school bus driver. Any offense committed by a student on district-provided transportation shall be punished in the same manner as if the offense had been committed at the student's assigned school. Students who become a serious disciplinary problem on school transportation will have their riding privileges suspended by the principal. In such cases, the parents/guardians of the children involved shall become responsible for the transportation of their children to and from school.