

# Mecosta Osceola Transit Authority

## BUS CONDUCT REPORT

Bus #                      Customer's Name                      Date of Incident                      Time of incident

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To Parents / Guardians:

This notice has been issued by the bus operator concerning misconduct by the named individual in your care. Proper conduct is essential for the safe operation of a bus. We believe you are concerned with any misbehavior on the part of the individual in your care and will help him/her understand the seriousness of such actions in order to correct them. We realize that you are unable to assist with this situation unless you are informed.

To assure that you have seen this form, we will need to have this form returned to the driver with your signature before the individual in your care is allowed to ride the bus again.

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Parent / Guardian Signature

Date

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Operator's Report

\_\_\_\_ Violation of Safety Procedures

\_\_\_\_ Smoking

\_\_\_\_ Eating/Drinking/Littering

\_\_\_\_ Destruction of Property

\_\_\_\_ Rude/Discourteous

\_\_\_\_ Unacceptable Language/Gestures

\_\_\_\_ Fighting/Pushing/Tripping

\_\_\_\_ Insubordination

\_\_\_\_ Bullying/Harassment

\_\_\_\_ Other \_\_\_\_\_

Operator's Comments

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Operator Signature

Date

\_\_\_\_ 1<sup>st</sup> Report – Warning

\_\_\_\_ 2<sup>nd</sup> Report – Warning or 1-2 Day Suspension

\_\_\_\_ 3<sup>rd</sup> Report – 3-5 Day Suspension

\_\_\_\_ 4<sup>th</sup> Report – 10 Day Suspension followed by a

meeting with parents/guardians, bus operator, and the Director to determine future action

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In the event of a major offense, the Director reserves the right to immediately suspend a customer's bus riding privileges until a conference can be held.

Action Taken

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Director Signature

Date