



Tuscarora Area School District School Bus Incident Report

CPI Crisis Development Model

Behavior Levels	Staff Response
1. Anxiety	1. Supportive
2. Defensive	2. Directive
3. Acting Out/Fighting	3. Call POLICE
4. Tension Reduction	4. Rapport

It is the mission of TSD Transportation Department to provide a service that is Safe, Reliable & Efficient. We believe every child is valuable & the ride should be as enjoyable as possible for all passengers which is why we will enforce the rules. It takes all of us doing our part to make a difference.

(Driver Section)

School Name:

Date of Incident: _____

Mercersburg Elementary

Vehicle #: _____

Montgomery Elementary

Driver's Name: _____

Mountain View Elementary

Student's Name: _____

Saint Thomas Elementary

Student's Grade: _____

James Buchanan Middle School

Trip & Time: a.m. p.m. Est. Time _____

James Buchanan High School

Infraction(s)—Check all that apply.

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Improper Boarding or Departing Procedures – Did not present proper pass. <input type="checkbox"/> Fighting, Pushing or Tripping <input type="checkbox"/> Refusing to Obey Driver <input type="checkbox"/> Eating, Drinking or Chewing Gum <input type="checkbox"/> Unnecessary Noise, Foul Language or Inappropriate Content <input type="checkbox"/> Rude, Disrespectful and Annoying Conduct <input type="checkbox"/> Inappropriate Use of Cell Phones <input type="checkbox"/> Bringing Articles Aboard of Injurious or Objectionable Nature | <ul style="list-style-type: none"> <input type="checkbox"/> Smoke/Smokeless Tobacco Products, Vaping, E-Cigarettes or Open Flames in Vehicle or at Bus Stop <input type="checkbox"/> Failure to Stay Seated <input type="checkbox"/> Spitting/Littering <input type="checkbox"/> Tampering with Bus Equipment <input type="checkbox"/> Destruction of Bus Equipment or Other's Personal Property <input type="checkbox"/> Body Parts Out Window <input type="checkbox"/> Throwing Objects In or Outside the Vehicle <input type="checkbox"/> Other Behavior Relating to the Safety, Well-Being and Respect for Others |
|---|---|

Details of Infraction (Refer to CPI Model):

Relevant Information:

- Changed Seating Arrangement
- Previous Verbal Warnings Given
- Communicated with Parent/Guardian
- Other: _____
- _____
- _____

Incident Reports:

- 1st Incident Report
- 2nd Incident Report
- 3rd Incident Report
- 4th Incident Report
- 5th Incident Report
- Referral to Police

To the best of my knowledge:

- Camera was on?
 - Yes No
- Camera alarm was activated?
 - Yes No

(Administrator Section)

Administrative Response, Disciplinary Process & Action Taken--Check all that apply.

In accordance with District Transportation Policy 810:

- 1st Offense--Principal Judgment Consequence/Parent Notified
- 2nd Offense--Principal Judgment Consequence/Parent Notified
- 3rd Offense--Referred to Central Office w/recommendation for suspension/expulsion from the bus or van up to five (5) days.
- 4th Offense--Referred to Central Office w/recommendation for suspension/expulsion from the bus or van up to ten (10) days.
- 5th Offense--May result in long-term suspension from the bus or van including withdrawal of bus privileges for period between eleven (11) days and the balance of the school year.
- Dangerous Offense or Threat to Commit Dangerous Offense -- When a student commits an offense or threatens to commit an offense that could be injurious to him/herself, another student, or any other person (e.g., threats to do bodily harm to bus driver), the offense may be considered as a second offense and/or third offense by the principal, and riding privileges accordingly withdrawn. In this case, the principal should immediately report to the Superintendent of Schools.

Specific Action(s) Taken:

- Talked with Driver
- Met with Student and/or Students Involved and/or Student Witnesses
- Pulled and/or Reviewed Video Camera Card
- Communicated with Parent/Guardian either verbally or written.
- Issued Warning either Verbal or Written
- Assigned Consequence as follows: _____
- Other: _____

Administrator Comments:

Administrator Signature _____ **Date:** _____

(Parent Section)

Dear Parents: The purpose of this report is to inform you of a disciplinary incident involving your child on a school bus or van. Any distraction to the driver may jeopardize the safety and well-being of all students.

Transportation is a privilege which may be revoked. We urge parents to appreciate the administrative response taken and request your cooperation in the matter. Please discuss the importance of this incident with your child.

If your child is suspended from riding a District vehicle, this means all district vehicles for the duration of the suspension. It will be your responsibility to transport your child to and from school during the suspension period in accordance with *District Policy 810*.

Parent Signature _____ **Date:** _____

Parents – Please sign and return to the office the following day.