

**DOUGHERTY COUNTY SCHOOL SYSTEM**  
**Transportation Department**  
**BUS REFERRAL REPORT**

STUDENT'S NAME (ESP \_\_\_\_\_ 504 \_\_\_\_\_) SCHOOL \_\_\_\_\_

DATE OF INCIDENT \_\_\_\_\_ BUS NO. \_\_\_\_\_ TRIP (Circle) AM PM DRIVER \_\_\_\_\_

**DRIVER'S REPORT**

- |                                       |   |   |
|---------------------------------------|---|---|
| Refusal to obey Driver's Instructions | Consumption of Food, Gum, or Drinks     | Use of Inappropriate Language/Gestures  |
| Improper Boarding or Departing of Bus | Refusal to Remain Seated                | Using Cell Phone or Electronic Device   |
| Loud excessive talking                | At or got off at an Unassigned Bus Stop | Roughhousing/Horseplay/Pretend Fighting |
| Other                                 | Severe clause                           |   |

Driver's Explanation:

---



---



---

**VIOLATION/CONSEQUENCES**

- 1<sup>st</sup> Violation - Driver Student Conference, change seat when appropriate. Parent contacted (Courtesy Notice). Student returns signed Courtesy Notice the next day.
- 2<sup>nd</sup> Violation or if student did not return signed Courtesy Notice the next school day - Driver Student Conference, change seat when appropriate. Parent contacted (Courtesy Notice & Phone call).  
     All of the steps above must be completed before the driver makes another referral.
- 3<sup>rd</sup> Violation - 3 day bus suspension by Transportation.
- 4<sup>th</sup> Violation or Severe clause - 10 days bus suspension by Transportation.
- 5<sup>th</sup> Violation or Severe clause - 30 days bus suspension by Transportation.
- 6<sup>th</sup> Violation or Severe clause - Tribunal/disciplinary hearing.

**SEVERE CLAUSE (Severe clause overrides other bus reports)**

Bus suspension is required in the following cases, e.g.  
 In the case of fighting or physical harm to another student, failure to give driver his/her correct name, property damage, open refusal to obey driver, sexual harassment, bullying, disrespect towards driver or using vulgar or abusive language. Weapons, smoking, or possession of alcohol or drugs on the bus will result in automatic suspension of transportation privileges.

**TRANSPORTATION COMMENTS**

---



---



---

**SUSPENSION EFFECTIVE DATES**

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_