
SCHOOL BUS STUDENT MANAGEMENT PROCEDURE (TRS-P007)
(For Employees Only)
DCSS – Transportation

1.0 SCOPE:

- 1.1 This procedure describes the process to follow when a bus driver is having student management problems and the student's behavior could cause a safety issue for that student, other students, the bus driver or the general public.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System

5.0 PROCEDURE:

- 5.1 In the event a bus driver is having student behavior management problems, the driver will work with and counsel the student on behavior modification. If this effort does not resolve the problem/s, the driver will start the graduated discipline plan. The driver will document the student's behavior with the use of the Bus Driver Logbook Form (Form No.TRS-F015), Courtesy Notice (Form No.TRS-F033), and a Bus Referral Report Form (Form No.TRS-F016).
- 5.2 Bus Driver Logbook Form (Form No.TRS-F015).
- 5.2.1 The driver will complete all appropriate sections of the Bus Driver Logbook Form a minimum of three times for each incident where the driver counseled the student.
- 5.3 Courtesy Notice (Form No.TRS-F033)
- 5.3.1 The driver will complete all appropriate sections of the Courtesy Notice in two copies.
- 5.3.2 One copy of the Courtesy Notice with the first violation/s will be sent home with the student, preferably during the pm bus ride. One suspense copy will be retained by the bus driver.
- 5.3.2.1 The form will be returned the next day.
- 5.3.2.1.1 If the notice is not returned the next day, the driver will deliver the suspense copy to their District Manager.
- 5.3.2.1.2 The District Manager will call the parent/guardian for resolution. This may or may not require issuing the student/parent the second notice. If no parent contact or response is received then the second notice will be issued.
- 5.3.2.2 The student returns the signed Courtesy Notice.

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- 5.3.3 One copy of the Courtesy Notice with the second violation/s will be sent home with the student, preferably during the pm bus ride. One suspense copy will be retained by the bus driver.
 - 5.3.3.1 The form will be returned the next day.
 - 5.3.3.1.1 If the notice is not returned the next day, the driver will deliver the suspense copy to their District Manager.
 - 5.3.3.1.2 The District Manager will issue the student a Bus Referral Report.
 - 5.3.3.2 The student returns the signed Courtesy Notice.
- 5.3.4 The third violation/s will constitute a Bus Referral Report
- 5.4 Bus Referral Report Form (Form No. TRS-F016).
 - 5.4.1 The driver will complete all appropriate sections of the Bus Referral Report and sign above driver.
 - 5.4.2 Deliver signed Bus Referral Report to your District Manager.
 - 5.4.3 District Manager will fill out form electronically and email the saved copy to the Director.
 - 5.4.4 Director will sign and deliver the Bus Referral Report to the principal and ESP Director with the effective dates.
 - 5.4.4.1 If Director is unavailable for signature the District Manager will sign and deliver the Bus Referral Report to the principal and ESP Director with the effective dates.
 - 5.4.5 The principal will deliver/inform the student/parent of the effective dates of the suspension.
 - 5.4.6 The District Manager will inform the driver/s of the effective dates of the suspension by phone or face-to-face meeting.
 - 5.4.7 The fourth and fifth violation/s will follow the same procedure as step 5.4.
 - 5.4.8 The sixth violation the student will be required to attend a Tribunal/disciplinary hearing.
- 5.5 Tribunal/disciplinary hearing.
 - 5.5.1 District Manager will refer student for a tribunal/disciplinary hearing and forward all supporting documents to Director.
 - 5.5.2 Director will review, sign, and deliver package to Assistant Superintendent for review and tribunal action.
 - 5.5.2.1 If Director is unavailable for signature the District Manager will sign and deliver package to Assistant Superintendent for review and tribunal action.

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5.5.3 Tribunal will inform student, transportation, and principal of findings.

5.5.4 Transportation will identify the student's tribunal findings in VersaTrans.

6.0 ASSOCIATED DOCUMENTS:

6.1 Bus Driver Logbook Form, Form No. TRS-F015

6.2 Courtesy Notice Form, Form No. TRS-F033

6.3 Bus Referral Report Form, Form No. TRS-F016

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Bus Driver Logbook Form TRS-F015	Hard copy in the Transportation Department	One year in process, 2 additional years (minimum) in box storage or electronically	Not necessary	Discard or shred, as desired
Courtesy Notice Form TRS-F033	Hard copy in the Transportation Department	One year in process, 2 additional years (minimum) in box storage or electronically	Not necessary	Discard or shred, as desired
Bus Referral Report Form TRS-F016	Hard Copy in Transportation Department	Current year in process, 2 additional years (minimum) in box storage or electronically	Not necessary	Discard or shred, as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10-Jan-11	A	Initial Release

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