



FAIRFIELD LOCAL SCHOOL DISTRICT
 11611 State Route 771
 Leesburg, Ohio 45135
 (937) 780-2221
 Fax: (937) 780-6900

BUS CONDUCT REPORT

Date:

Student Name:	<input type="text"/>
Grade:	<input type="text"/>

Bus Driver:	<input type="text"/>
Bus #:	<input type="text"/>

Driver's Report

- | | |
|---|---|
| <input type="checkbox"/> Violation of Safety Procedures | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Destruction of Property | <input type="checkbox"/> Eating / Drinking / Littering |
| <input type="checkbox"/> Fighting / Pushing / Tripping | <input type="checkbox"/> Rude / Discourteous / Annoying |
| <input type="checkbox"/> Excessive Mischief | <input type="checkbox"/> Unacceptable Language |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Other _____ |

Explanation: _____

Behavior was:

- Seen by Driver
 - Heard by Driver
 - Witness Reported*
- *keep names confidential - report to Principal

Previous Action Taken by Driver:

- Conference with Student
 - Changed Student's Seat
 - Previously Referred to Principal
- Date referred: _____

Bus Driver's Signature: _____

Principal's Report

Preliminary Action

- Checked Student's Folder
- Held Conference with Student
- Consulted Counselor
- Sent Previous Report Home
- Contacted Parent

Present Action and Recommendations:

- Student Regrets/Is Cooperative
- Student Denies Involvement
- Student Placed on Probation
- Student Suspended
- Case Referred to _____
- Student Given Warning
- Student Denied Bus Privileges
- Copy Sent to Parents

Principal's Signature: _____

Parents:

1. The safety of all students on the bus is of primary importance.
2. Please realize the seriousness of this offense.
3. Bus riding is a privilege which may be revoked.
4. Please note the disciplinary action taken.
5. Discuss the incident with the child to prevent further occurrences.