



Bus Drivers Responsibilities:

- Drivers will use Seating Charts on buses at all time
- A copy of the seating chart is due to Mr. Hogan by 9/5/17
- Use respectful language with all students, families and staff members
- Do not beep horn to get people attention
- Build a positive relationship with students, families and staff
- Document all incidents on the bus using preliminary actions
- Report frequent minor incidents using bus incident forms with dates of prior issues
- Report major incidents immediately using a bus incident report

School Administration Responsibilities:

- Teach bus expectations and have all students sign a contract
- Be present at the unloading and loading of buses
- Address all major incidents reported by bus drivers
- Provide the pink copy of bus incident reports to bus drivers within 24 hour

Bus Incidents Descriptions:

Minor:	Major:
<ul style="list-style-type: none"> ✓ Minor physical aggression ✓ Being Disrespectful ✓ Inappropriate language ✓ Not staying seated ✓ Unsafe entry and exit of bus ✓ Throwing things out of bus window 	<ul style="list-style-type: none"> ✓ Weapons or unsafe material ✓ Major physical aggression ✓ Repeated incident write ups ✓ Destruction of property

Signature

Date