

**SCHOOL BUS INCIDENT REPORT**  
**LEE COUNTY BOARD OF EDUCATION**  
**100 S. 6<sup>TH</sup> ST.**  
**OPELIKA, AL 36801**

STUDENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

TRIP:    AM    /    PM

BUS DRIVER: \_\_\_\_\_

BUS #: \_\_\_\_\_

Dear Parents:

The purpose of this report is to inform you of an incident involving your child on the school bus that could have jeopardized the safety and well being of all students. Please consider this report as a written warning for corrective behavior unless it is the 3<sup>rd</sup> Minor Offense warning or 1<sup>st</sup> Intermediate/Major (*see administrator's attachments*).

The Lee County Schools' Transportation System will administer disciplinary actions as established by the PBS (Positive Based Support) Model, a data-proven method of reaching positive behavior in students. Students are expected to honor three fundamental behavior clusters while riding any school bus: **Respect, Responsibility, and Safety**.

**Minor Offenses**

- ☐ Disregarded respect for other passengers and/or driver
- ☐ Irresponsible act.

All minor offenses will be handled as follows:

- ☐ 1<sup>st</sup> minor offense: Written warning to the student/parent.
  - ☐ 2<sup>nd</sup> minor offense: Written warning to the student/parent.
  - ☐ 3<sup>rd</sup> minor offense: Offense will be reported to a school administrator.
- \_\_\_\_\_ -- Number of offenses *if beyond 3<sup>rd</sup>*

**Intermediate/Major Offenses**

- ☐ Acts that could impact the safety of any school bus rider, including oneself.

All intermediate and major offenses will be reported to the school administrator.

Specific details of incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_