

Forms – Bus Violations (Referrals)

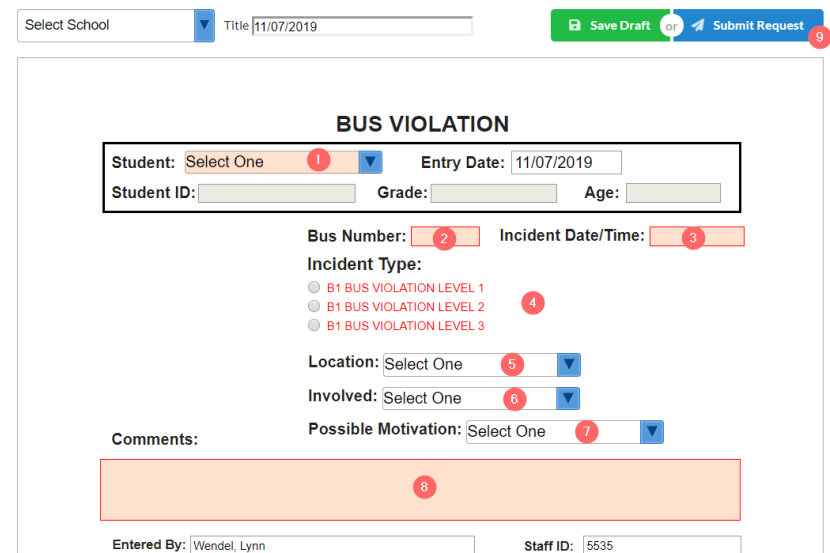
This feature is simply a way for designated Transportation Managers to document rule violations that occur on the school bus.

Understanding the Workflow:

1. Bus Driver submits paper referral to Transportation Manager.
2. Transportation Manager enters/submits bus referral via FOCUS (forms/bus violation).
3. The nightly job creates an Administrative Referral and Portal Alert based on the submittal of Bus Violation form.
4. School Administrator receives portal alert.
5. School Administrator processes referral in FOCUS.
6. Transportation Manager checks bus violation report to review status/action taken and prints a copy.
7. Transportation Manager notifies bus driver of action taken and/or provides them with a printed copy of the processed referral.

To create a Bus Referral:

1. Click the Forms tab.
2. Select Bus Violation.
3. The form will display.
4. Select the student from the drop-down.
5. The student's information will populate.
6. Enter the Bus Number in which the event occurred.
7. Select the date and time.
8. Select the Incident Type.
Note: Refer to the [Code of Student Conduct manual](#) (page 61 and 65) to determine the appropriate incident type.
9. Select the Location.
10. Select who the event involved.
11. Select Possible Motivation.
12. Enter the details of the event in the Comments section.
13. Click Submit Request.
14. The submittal confirmation screen will display.



Note: The nightly job creates an Administrative Referral and Portal Alert based on the submittal of Bus Violation form.

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Viewing the Status of a Bus Referral

1. Click the Reports tab.
2. Select District Reports.
3. Select the Discipline folder on the left sidebar.
4. Select Administrative Referrals.
5. Locate the report named Bus Violations – Transportation Supervisors.
6. Click the Green Run button to the right of the report.
7. Click the Green Run button again.
8. The report will generate and display in the middle of the screen.

Bus Violations - Transportation Supervisors

Staff ID: 5535 (Click to Change)

1. Results: Records: 72 Time: 0.29s

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 72 Records
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School	student_id	student	Grade	Referral ID	Submission Date	Incident Date	Incident Time	Entered by	Referral Status	Incident Type	SESIR	Contact Type	Actions Taken	Additional Actions	Closed Comment
ENM-0211			07	10015794	10/01/2019	09/30/2019	8:38AM	Wendel, Lynn	Processed	B1 BUS VIOLATION - LEVEL 1	N				
ENM-0211			07	10015787	10/01/2019	09/30/2019	8:38AM	Wendel, Lynn	Processed	B1 BUS VIOLATION - LEVEL 1	N				
ENM-0211			07	10013104	09/26/2019	09/25/2019	8:38AM	Wendel, Lynn	Processed	B1 BUS VIOLATION - LEVEL 1	N				
ENM-0211			06	10014751	10/01/2019	09/30/2019	8:38AM	Wendel, Lynn	Processed	B1 BUS VIOLATION - LEVEL 1	N				

Printing a Bus Referral

From the Bus Violations – Transportation Supervisors report:

1. Click the Referral ID number.
2. The student referral will display.
3. Click the Print a Form/Letter drop-down at the top of the screen.
4. Select Discipline Referral Summary.

FOCUS Referrals SIS ERP Sheryl Priester East Naples Middle (0211) 2019-2020 Quarter 2

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Total Days of Discipline: 3
BS BUS SUSPENSION: 3