



MRLS Transportation Department Discipline Process for Students

The goal of the Mad River Local Schools Transportation Department is to ensure the safety of all students as they are transported to and from school on a daily basis. Students are responsible for following all posted bus rules while riding on the bus. In the event that disciplinary action is necessary, the subsequent procedures shall be followed:

1. **First Offense** – Driver will review student bus riding expectations with the student. The next incident will result in a write-up documenting the specific actions of the student and entered in Public School Works.
2. **Second Offense** – Driver will write up the incident documenting the specific actions of the student. The report will be entered into Public School Works and the Principal will review the incident with the student and the parent. The parent will be made aware that next incident will result in disciplinary action based on the district student code of conduct.
3. **Third Offense** – Driver will submit a written conduct report and the Transportation Supervisor will enter the report into Public School Works. The building Principal/Assistant Principal will discipline the student which may include the loss of bus privileges.
4. **Fourth Offense** – Driver will submit a written conduct report and the Transportation Supervisor will enter the report into Public School Works. The building principal will discipline the student which will include the loss of bus privileges.

At times, a driver may encounter conduct so extreme that it could result in an automatic suspension of bus privileges per our board policy: 5610.04 - SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES. This determination will be made by the driver, transportation supervisor, and building principal/assistant principal.