

Formal Complaint re: Incident/Issue on Bus Route

Student's Name (if applicable): _____ School: _____

Bus Route: _____ (AM or PM) Bus Company: _____

Date of Incident: _____ Approx. Time of Incident: _____

Person Reporting Issue: _____ Contact #: _____

Check-Off Issue(s)

___ Bus was a No-Show @ A.M. stop (___1st No-Show ___2nd No-Show ___3+ No-Show)

___ Bus showed up 15+ minutes late to bus stop (AM or PM)

___ Bus showed up 15+ minutes late to school (AM or PM)

___ No bus aide present on route (AM or PM)

___ Bus aide was not getting off bus to assist students

___ Bus aide was not attending to the needs of students (i.e. seatbelts, proper discipline)

___ Bus driver was pulling off before students were fully seated

___ Bus driver was allegedly speeding, not wearing seatbelt, driving recklessly, etc.

___ Harassment/Bullying/Intimidation is occurring on bus route

Names of other students involved:

1) _____ 2) _____

___ Other (please describe below)

Additional Notes/Comments:

Transportation Department Office Use Only

___ Rec'd in Transportation office by: _____

___ created formal complaint to bus company

___ add to students notes

___ determine if route is fined

___ follow up until issue is taken care of

___ file by bus route behind contract paperwork