

Long Branch Public Schools | Transportation Department

540 Broadway • Long Branch, NJ 07740 • phone: 732-571-2868 ext 40080/82 • fax: 732-571-4268

Student Conduct Behavior Report

1. Please use this form when reporting any student behavior that is not permitted on school buses. Once form is filled out by bus driver, the bus driver must submit it to their office & then the Transportation Office @ Long Branch Public Schools will send it to the correct building principal and vice principal immediately.

2. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.

3. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

Students Name: _____ Bus Route: _____
(must include AM or PM)

____ 1st write up of student ____ 2nd write up of student ____ 3rd write up of student

Date of Incident: _____ Approximate Time: _____

Bus Drivers Report

- | | | |
|--|---|--|
| <input type="checkbox"/> Violation of Safety Procedures | <input type="checkbox"/> Harassment/Intimidation/Bullying | <input type="checkbox"/> Eating/Drinking/Littering |
| <input type="checkbox"/> Destruction of Property/Vandalism | <input type="checkbox"/> Excessive Mischief | <input type="checkbox"/> Rude, Discourteous, Disrespectful |
| <input type="checkbox"/> Fighting, Pushing, Tripping | <input type="checkbox"/> Smoking | <input type="checkbox"/> Unacceptable Language |

Other: _____

Describe events that occurred: _____

Driver (print name): _____ Driver (sign name): _____

School Administrator's Report

Preliminary Action

- Held Conference with Student
- Consulted with Counselor
- Telephoned/Had Meeting with Parent/Guardian
- Requested Camera Footage on: _____
- Received Camera Footage on: _____

Present Action & Recommendations

- Student is regretful, cooperative
- Recurrences will be reported
- Referred to: _____ for _____
- Denied Bus Privilege Until: _____
- Finalized with Transportation Office on: _____

Administrator (print name): _____ Administrator (sign name): _____

For Transportation Department Office Use Only:

Received in office on: ____/____/____ @ ____:____ AM/PM

Sent to Principal & Vice Principal on: ____/____/____ @ ____:____ AM/PM

- Entered in Student's Notes
- Alerted driver of suspension, etc.
- Issue is taken care of completely
- File in Conduct/Incident Binder