

# NORTHSTAR

Bus Lines, LLC

## INCIDENT REFERRAL FORM

STUDENT ID:

FIRST NAME: LAST NAME:

SCHOOL:

DRIVER: ROUTE #: SCHOOL'S ROUTE #:  
(801, 802, etc.) (1, 2, 3, etc.)

Incident Date: Time of Day  
(am, noon, pm, act)

### Infractions (Check up to 5)

#### **CLASS I OFFENSES (MOST SERIOUS)**

- 100. Possession of a handgun, knife, or other weapon
- 101. Assault against the school bus driver
- 102. Extending head out window of moving school bus
- 103. Igniting or attempting to ignite any object
- 104. Opening emergency exit / attempt to leave bus
- 105. Pushing a student at / near a moving school bus
- 106. Running out in front of a moving school bus
- 107. Sale or distribution of alcohol or drugs
- 108. Violent assault on another student

#### **CLASS II OFFENSES (SERIOUS)**

- 200. Riding the school bus while on suspension
- 201. Extending arms / legs out window of moving bus
- 202. Failure to follow safe crossing procedures
- 203. Fighting with other students
- 204. Giving false name
- 205. Interfering with police or safety supervisor
- 206. Possession of a look-alike weapon
- 207. Tampering with emergency equipment or exits
- 208. Theft or robbery
- 209. Threaten assault against a driver or student
- 210. Throwing or shooting objects in the bus
- 211. Unacceptable sexual conduct or touching
- 212. Use of tobacco on the bus

#### **CLASS III OFFENSES**

- 300. Getting off bus at unassigned stop
- 301. Pushing, shoving, or hitting another student
- 302. Spitting
- 303. Bullying or harassment in any form
- 304. Refusing to follow drivers instructions
- 305. Riding on a bus other than the assigned bus
- 306. Running for bus / waiting in house / route delay
- 307. Blocking aisle or tripping
- 308. Climbing over or under seats
- 309. Eating or drinking on the bus
- 310. Moving from seat to seat
- 311. Horseplay
- 312. Standing while bus is in motion
- 313. Throwing objects on the bus or out the window
- 314. Use of obscene / profane language or gestures
- 315. Vandalism of the school bus

Incident Explanation: Appears on Parent Report

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Data Privacy Information: DOES NOT appear on Parent Report  
(eg: other student's names, background info, etc)

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### BEHAVIOR GUIDELINES AND CONSEQUENCES

#### **CLASS I OFFENSES (DANGEROUS)**

- 100. Possession of a handgun, knife, or other weapon
- 101. Assault against the school bus driver
- 102. Extending head out window of moving school bus
- 103. Igniting or attempting to ignite any object
- 104. Opening emergency exit / attempt to leave bus
- 105. Pushing a student at / near a moving school bus
- 106. Running out in front of a moving school bus
- 107. Sale or distribution of alcohol or drugs
- 108. Violent assault on another student

#### **CLASS II OFFENSES (MOST SERIOUS)**

- 200. Riding the school bus while on suspension
- 201. Extending arms / legs out window of moving bus
- 202. Failure to follow safe crossing procedures
- 203. Fighting with other students
- 204. Giving false name
- 205. Interfering with police or safety supervisor
- 206. Possession of a look-a-like weapon
- 207. Tampering with emergency equipment or exits
- 208. Theft or robbery
- 209. Threatened assault against a driver or student
- 210. Throwing or shooting objects in the bus
- 211. Unacceptable sexual conduct or touching
- 212. Use of tobacco on the bus

#### **CLASS III OFFENSES (SERIOUS)**

- 300. Getting off bus at unassigned stop
- 301. Pushing, shoving, or hitting another student
- 302. Spitting
- 303. Bullying or harassment in any form
- 304. Refusing to follow drivers instructions
- 305. Riding on a bus other than the assigned bus
- 306. Running for bus – waiting in house – route delay
- 307. Blocking aisle or tripping
- 308. Climbing over or under seats
- 309. Eating or drinking on the bus
- 310. Moving from seat to seat
- 311. Horseplay
- 312. Standing while bus is in motion
- 313. Throwing objects on the bus or out the window
- 314. Use of obscene / profane language or gestures
- 315. Vandalism of the school bus

\*\*Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc) will carry a minimum penalty of a Class II first offense.

#### **CONSEQUENCES**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>			
<b>CLASS I</b>	<b>Gr 4-12</b>	<b>Gr K-3</b>	<b>Gr K-3</b>			
DANGEROUS	Loss of transportation longer of remainder of school year or 120 days	1. 30 day min susp of bus privileges 2. Parent/Principal meeting	Loss of transportation longer of remainder of school year or 120 days			
	<b>Gr K-3</b>					
	1. 10 day min susp of bus privileges 2. Parent/Principal meeting					
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>		
<b>CLASS II</b>	1. Written warning	1. 3-5 day susp of bus privileges	1. 10 day min susp of bus priv	1. 30 day min susp of bus priv		
MOST SERIOUS	2. 1-5 day susp of bus privileges	2. Parent/Principal meeting	2. Parent/Principal meeting	2. Parent/Principal meeting		
	3. Written notice to parent			Loss of transportation longer of remainder of school year or 120 days		
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>	<b>6<sup>th</sup> Offense</b>
<b>CLASS III</b>	1. Conference with Principal	1. Written warning	1. 3-5 day min susp of bus privileges	1. 10 day min susp of bus privileges	1. 30 day min susp of bus privileges	Loss of transportation longer of remainder of school year or 120 days
SERIOUS	2. Written notice to parent	2. Written notice to parent	2. Parent/Principal meeting	2. Parent/Principal meeting	2. Parent/Principal meeting	