
TRANSPORTATION
STUDENT CONDUCT/COMPLAINT PROCEDURE (TRN-P004)
Milford Public School District

1.0 SCOPE:

- 1.1 This outlines the procedure to follow for misconduct by a student that is detrimental to the safe operation of a bus and may be sufficient cause for a principal to suspend transportation privileges.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Transportation Coordinator

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools
4.2 Policy 3541 (a) (b) 3541.5 – Transportation Policy for Milford Students

5.0 PROCEDURES:

- 5.1 All complaints that are received by a school administrator or central office administrator regarding bus conduct by a student are investigated.
- 5.2 The bus driver may handle individual situations without formal reports as he/she deems necessary or with help from the bus company and/or the Transportation Department.
- 5.3 In the event a bus driver has given verbal warnings to a student and/or the bus driver feels the need to document the conduct issue(s), the following procedure is followed:
- 5.3.1. The Student Bus Behavior form is completed by the bus driver giving the necessary information regarding the offense.
- 5.3.2. The bus driver will give a copy of the report to the bus company.
- 5.3.3. The bus company will forward a copy of the report to the school administrator and forward a copy to the Transportation Department to be filed.
- 5.3.4. The school administrator is responsible for determining the required discipline needed for the situation.
- 5.3.5. If the situation warrants suspension of transportation privileges, the school administrator must contact the bus company, and notify the parents/guardians of the terms of the suspension. The Student Bus Behavior form is signed and returned by the parent/guardian to the school. A copy is sent by the school to the bus company and the Transportation Department for filing.
- 5.4. The student will be allowed to resume privileges following the discipline and/or duration of the suspension if approved by the Administration.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 MPS Transportation Policy #22541 (a,b) 3541.5
- 6.2 MPS Students Bus Conduct Policy #5131.1
- 6.3 MPS Students Discipline/Punishment Policy #5144
- 6.4 MPS Students Suspension/Expulsion: Due Process #5114(a); #5114.1
- 6.5 MPS Parent and Student Handbook
- 6.6 Student Bus Behavior form
- 6.7 Correspondence Binder

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
MPS Transportation Policy #22541 (a,b) 3541.5	Superintendent's Office			Locked Office
Correspondence Binder	Transportation Department files during school year, then to storage	One (1) year in Transportation Department; moved to storage for three (3) years	Shredded after retention period	Locked Office
Completed Student Bus Behavior form	Transportation Department files during school year, then to storage	One (1) year in Transportation Department. Moved to storage for three (3) years	Shredded after retention period	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #</u>	<u>Description of Revision</u>
08/25/2003	A	Initial Release
09/03/2003	B	Change responsibility, approval authority, 5.3.3, 5.3.4, 5.3.5, and 5.4
10/04/2004	C	Change title in 2.0 and change retention time in 7.0
10/17/2005	D	Change wording in 5.3.1, 5.3.5, 6.0 and 7.0

*****End of Procedure*****