



## STUDENT CONDUCT DISCIPLINARY PROCESS

While maintaining a strong partnership and providing good customer service to the schools, students and parents is our primary objective, safety must be our #1 priority. Remaining compliant with ODE standards regarding safe transportation to all riders, including employees and the public, removing pupils from the school bus as a consequence will always be a last resort in an attempt to correct behavior,

Things to know when following a process that involves removing a student from a school bus (per ODE):

- A} Communication between us, the parents and the school is the key.
- B} We must know when to offer due process to the student.
- C} We must know when to inform parents of their rights.
- D} We must follow the same procedure every time with consistency.

*We have proven to ourselves that it isn't productive to **not** call parents for "only warnings" or, to depend on drivers to give copies of behavioral documents with the expectation the offenders willfully hand them to parents. We must also not let the schools assume the burden of handing out behavioral documentation, reprimanding students and calling parents when the issue was a "bus incident." It's our responsibility to lead the way in improving bus behavior with **assistance** from our schools...*

Below are the documents of our procedure that were submitted to and approved by the Ohio Department of Education regarding the removal of pupil(s) for any and all conduct that violate **OAC 3301-83-08**:

DISCIPLINARY REMOVAL AUTHORIZATION  
BUS CONDUCT FORM  
BEHAVIOR CONSEQUENCES  
NOTICE OF INTENT TO SUSPEND  
NOTICE OF IMMEDIATE REMOVAL & INTENDED SUSPENSION  
NOTICE OF SUSPENSION & RIGHTS  
NOTICE OF INTENT TO REMOVE  
NOTICE OF IMMEDIATE REMOVAL & INTENDED PERMANENT REMOVAL  
NOTICE OF PERMANENT REMOVAL & RIGHTS  
NOTICE OF CORRECTIVE ACTION MEETING OR "FINAL WARNING"



**Step 1: Authorization must be granted from school leader(s) with a “Disciplinary Removal Authorization” in order to proceed with progressive steps in an attempt at correcting student behavior on the bus.**

- A) *With* authorization, correcting behavior progressively must follow “**Behavior Violations & Consequences**” chart.
- B) *Without* authorization, our only option is advancing to “immediate removal from transportation when the pupil’s presence poses a danger to persons or property, or a threat to the safe operation of the school bus” (OAC 3301-83-08).

**Step 2: “Bus Conduct Form” is collected from driver and reviewed for processing:**

- A) only a brief statement is necessary for the appropriate description of student’s conduct
- B) must be legible, professional and contain only facts that were witnessed
- C) cannot contain opinions or what they “think happened” (these will be given back to drivers or completely disregarded) or,
- D) anything containing hearsay must be documented on an “**Incident Report**”
- E) consequences will be determined by progressively referring to “**Behavior Violations & Consequences**” and the next step will *usually* be taken regardless of time between incidents involving conduct per individual

**Step 3: Communication; conduct forms needs to be communicated to parents, school staff and Trinity’s office staff by:**

- A) calling parents for all conduct forms *including* “warnings” (removes parent “surprise” if behavior doesn’t improve); *parents who cannot be contacted will be referred to school for contact only if school is unable to provide updated contact information; documentation will be mailed home if incident is anything more than a “warning”*
- B) making sure our office staff is included on emails to the schools’ staff; *subject lines for emails to schools shall always include students’ last name for easy retrieval in future*
- C) anything involving behavior (conduct reports, incident reports, parent communication attempts, communication results, school suggestions, school comments, meeting requests by us, meeting requests by school or meeting requests by parent) must be documented in Edulog. This will ensure that *anyone* in the office will have access to or have knowledge of:
  - \**when a student is suspended or may resume from suspension in the event a school, parent or driver inquires*
  - \**an individual’s behavior history will follow them as long as the record is not deleted*

**Other Common Occurrences:**

- \***Documented warnings begin to accumulate;** parent receives phone call for most recent conduct report and is physically mailed a copy of both current and previous “warnings” along with a “**Notice of Intent to Suspend**”. School is notified via email of what was sent to parent (include attachment of documents)
- \***Suspension of riding privileges;** for any conduct we feel suspension is necessary, we are not required by ODE to offer due process as long as that suspension is 10 days or less. When issuing a suspension where we can still transport the student the same day, parents must receive both a “**Notice of Intent to Suspend**” and “**Notice of Suspension**”.
- \*For suspensions 10 days or less but immediate removal is deemed necessary due to a physical altercation, pending investigation, etc, parent must receive both a “**Notice of Immediate Removal and Intended Suspension**” and “**Notice of Suspension**”. Parent must make own arrangements to transport their student home as privileges are immediately denied.
- \*Students being physically carried or forced onto the bus and displaying disruptive or dangerous behavior may be subjected to any consequence in the disciplinary process we deem appropriate up to and including loss of riding privileges. This will also apply when (at dismissal or without our knowledge) the school permits a student to board the same school bus as a student with whom there was an incident during the school day or, are aware of the likelihood of an impending but avoidable “situation”.



## DISCIPLINARY REMOVAL AUTHORIZATION

The Ohio Pupil Transportation Operation & Safety Rules *OAC 3301-83-08 (D)(1)(2)(3)(4)* regarding suspension or immediate removal from bus states, ***“the superintendent/principal or designees are authorized to suspend or remove pupils from school bus riding privileges”.***

Trinity Student Delivery may assume the responsibility of designee if granted authorization by the school’s governing board or leaders. Absent this authorization, Trinity Student Delivery has limited authority by which to suspend and/or remove pupils from riding privileges. This action must therefore be accomplished by the superintendent/principal or designee. By Ohio law, Trinity Student Delivery has authorization to immediately remove pupil(s) from transportation when the pupil’s presence poses a danger to persons or property, or a threat to the safe operation of the school bus.

\_\_\_\_\_ Trinity Student Delivery *is granted designee authorization* for pupil removal

\_\_\_\_\_ Trinity Student Delivery *is not granted designee authorization* for pupil removal

\_\_\_\_\_  
(School Leader-print)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(School of Service)



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## NOTICE OF INTENT TO SUSPEND BUS RIDING PRIVILEGES

To the parent/guardian of:

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

This documentation is to notify you that your student’s bus riding privileges may be suspended pursuant to *OAC 3301-83-08*. Suspensions from the school bus include all bus routes, field trips, extra-curricular activities, etc. Your student’s bus riding privilege may be suspended because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

which is in violation of *OAC 3301-83-08* regarding safe riding practices.

\_\_\_\_\_  
(Transportation personnel)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*\*A school bus suspension is not a suspension from school*



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**NOTICE OF IMMEDIATE REMOVAL  
AND INTENDED SUSPENSION OF  
BUS RIDING PRIVILEGES**

To the parent/guardian of:

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

This is to notify you that due to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

your student’s presence poses a continuing danger to persons or property, a threat to the safe operation of the school bus, or a disruption of service for other riders. This is also to notify you of the intent to suspend your student’s bus riding privileges pursuant to *OAC 3301-83-08*.

\_\_\_\_\_  
(Transportation personnel)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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## NOTICE OF SUSPENSION OF BUS RIDING PRIVILEGES

To the parent/guardian of:

Name of Student: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

Based upon review of your student's circumstances, transportation has concluded that your student will have bus riding privileges suspended for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

which is in violation of *OAC 3301-83-08* regarding safe riding practices.

Suspension will be on the following dates: \_\_\_\_\_ through \_\_\_\_\_

Riding privileges may resume on: \_\_\_\_\_

\_\_\_\_\_  
(Transportation personnel)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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**NOTICE OF RIGHTS RE: SUSPENSION OF BUS RIDING PRIVILEGES**

(Send within one day of suspension)

To parent or guardian of:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

Bus riding privileges have been suspended for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

which is in violation of *OAC 3301-83-08* regarding safe riding practices.

**You have the following rights:**

*-To appeal the suspension to your school’s leader and Trinity Student Delivery. The intent to appeal must be in writing and received by your school leader within 14 days after receiving this notice.*

*-To be granted a hearing before your student’s school of attendance and Trinity Student Delivery in order to be heard against the suspension.*

\_\_\_\_\_  
(Transportation personnel)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**\*A school bus suspension is not a suspension from school**



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## NOTICE OF INTENT TO REMOVE FROM SCHOOL BUS

To the parent/guardian of:

Name of Student: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

This documentation is to notify you that your student is in danger of losing bus riding privileges pursuant to *OAC 3301-83-08*. A hearing must be held prior to resuming bus riding privileges. Removal from the school bus includes all bus routes, field trips, extra-curricular activities, etc. for the remainder of the \_\_\_\_\_ school year. Your student's bus riding privileges may be revoked because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, which is in violation of *OAC 3301-83-08* regarding safe riding practices.

Your hearing has been scheduled for:

\_\_\_\_\_  
**(Date & time)**

\_\_\_\_\_  
**(Location)**

\_\_\_\_\_  
**(Transportation personnel)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**



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**NOTICE OF IMMEDIATE REMOVAL & INTENDED PERMANENT REMOVAL FROM BUS**

To the parent/guardian of:

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

This is to notify you that due to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

your student’s presence poses a continuing danger to persons or property, a threat to the safe operation of the school bus, or a disruption of service for other riders. This is also to notify you of the intent to permanently revoke your student’s bus riding privileges pursuant to *OAC 3301-83-08* for the remainder of the \_\_\_\_\_ school year.

\_\_\_\_\_  
(Transportation personnel)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**\*A removal from the bus is not a removal from school**



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**NOTICE OF PERMANENT LOSS OF  
BUS RIDING PRIVILEGES**

To the parent/guardian of:

Name of Student: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

Based upon review of your student’s circumstances, transportation has concluded that your student will have bus riding privileges revoked for the remainder of the \_\_\_\_\_ school year for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

which is in violation of *OAC 3301-83-08* regarding safe riding practices. Your student’s presence poses a continuing danger to persons or property, a threat to the safe operation of the school bus, or a disruption of service for other riders.

\_\_\_\_\_  
(Transportation personnel)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**\*A removal from the bus is not a removal from school**



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**NOTICE OF RIGHTS RE: PERMANENT LOSS OF BUS RIDING PRIVILEGES**

To parent or guardian of:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

Bus riding privileges have been lost for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

which is in violation of **OAC 3301-83-08** regarding safe riding practices. Your student’s presence poses a continuing danger to persons or property, a threat to the safe operation of the school bus, or a disruption of service for other riders.

**You have the following rights:**

*-To appeal the suspension to your school’s leader and Trinity Student Delivery. The intent to appeal must be in writing and received by your school leader within 14 days after receiving this notice.*

*-To be granted a hearing before your student’s school of attendance and Trinity Student Delivery in order to be heard against the suspension.*

\_\_\_\_\_  
(Transportation personnel)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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## CORRECTIVE ACTION MEETING “FINAL WARNING”

Name of Student: \_\_\_\_\_ Meeting Date & Time: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

This documentation is a recording of a Corrective Action or, a “Final Warning” meeting which was held in an attempt to correct unacceptable student conduct pursuant to *OAC 3301-83-08* regarding safe riding practices. Once this meeting is held, Trinity Student Delivery reserves the right to permanently revoke pupil’s bus riding privileges if pupil’s presence poses a continuing danger to persons or property, a threat to the safe operation of the school bus, or a disruption of service for other riders.

*Student conduct that previously resulted in verbal or written warnings, or suspended bus riding privileges:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Suggestions to help correct student conduct moving forward:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present at Corrective Action/”Final Warning” Meeting:

\_\_\_\_\_  
(School Leader name/signature)

\_\_\_\_\_  
(School Staff Member name/signature)

\_\_\_\_\_  
(Trinity Representative)

\_\_\_\_\_  
(Trinity Representative)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Parent, Guardian, Custodian name/signature)

\_\_\_\_\_  
(Parent, Guardian, Custodian name/signature)

\_\_\_\_\_  
(Other)



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