

Passenger Conduct Code for School Bus Services incident report

Incident report are for internal use only and can be used for driver to record incidents or inform their employer of an incident or actions taken.			
Student name(s)		Date / time of incident	
Bus driver/person completing form		Contract number	
Details of incident			
Category of inappropriate behaviour			
<input type="checkbox"/> Category 1	<input type="checkbox"/> Category 2	<input type="checkbox"/> Category 3	
Offence			
<input type="checkbox"/> First offence	<input type="checkbox"/> Second offence	<input type="checkbox"/> Third offence	<input type="checkbox"/> Fourth or more offence
Details of prior verbal or written warning and actions taken (if applicable)			
Current action(s) taken			
Issued by:			
Signed		Bus company	Date

BUS OPERATOR OFFICE USE ONLY			
Date form received from bus driver/person completing		All parties informed of action/outcome?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the incident been the subject of a report to any other body or organisation e.g. Tasmania Police? If yes, please provide detail.			
Comments: <i>Ensure all emails, records of conversations etc. are attached to this form for audit purposes</i>			