

Passenger Conduct Code for School Bus Services

Written Warning

This is an official written warning. Further breaches of the Passenger Conduct Code for School Bus Services may result in disciplinary action being taken, including a suspension from travelling on school bus services.				
Student name(s)		Date / time of incident		
Bus driver/person completing form		Contract number		
Your child (named above) has disobeyed the Passenger Code of Conduct for School Bus Services, being a condition of travel for the purposes of regulation 11 of the <i>Passenger Transport Services Regulations 2013</i> , in the following matter (please provide details):				
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	
Action taken				
Details of prior verbal or written warning and actions taken (if applicable)				
Copy of written warning will be provided to: (select all that apply)				
<input type="checkbox"/> State Growth	<input type="checkbox"/> School	<input type="checkbox"/> Parent/carer	<input type="checkbox"/> Student	
Offence				
<input type="checkbox"/> School	<input type="checkbox"/> Parent/carer			
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
Comments: <i>Ensure all emails, records of conversations etc. are attached to this form for audit purposes</i>				