

Passenger Conduct Code for School Bus Services Suspension Notice

This notice is issued pursuant to regulation 12 of the <i>Passenger Transport Services Regulations 2013</i> .				
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	
The child (named above) is suspended from travel on the following service: Details of the specific service the student is unable to travel on, or where an operator has more than one service, whether the student is suspended from all that operator's services				
From:		To:	No. of days:	
Details of prior verbal or written warning and actions taken (if applicable)				
Copy of suspension notice 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	
Request for meeting with: (select all that apply)				
<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>				