

## Procedures for Handling Bus Referrals

1. The Transportation Specialist will complete the Bus Conduct Form provided by the Ware County Transportation Department.
2. The Transportation Specialist will then present the completed student referral (Bus Conduct Form) to the Transportation Director/designee (unless the offense warrants immediate attention by a building level administrator).
3. The Transportation Director/designee will determine whether the incident will be handled within the Transportation Department or by the building level administrator.
4. The Transportation Director/designee will then fax the student referral to the school site.
5. After receiving the referral and determining appropriate action, the building level administrator will fax the Bus Conduct Form to the Transportation, who will relay the action taken to the Transportation Specialist.
6. The building level administrator or Transportation Director/designee handling the resolution will make contact with the student's parent/guardian as soon as possible.