

Bus Referral Process Flowchart

1. Bus Referral is entered, using Google Docs form
2. Referral is entered into SkyWard system or faxed to the school
3. School personnel investigate what happened
4. School personnel determine what course of action to take, if any
5. School personnel change SkyWard “referral” to “incident,” if warranted
6. Course of action is entered into SkyWard and emailed, or faxed to TSC
7. TSC enters action into Google Docs database
8. TSC notifies driver or contractor of on-bus consequence
9. Driver ensures on-bus consequence is carried out

If there is an in-school consequence, the school applies that consequence, including reteaching and warnings. If the investigation determines that the identity was mistaken, the school will redirect the investigation and action sequence to identify the student(s) involved. If the investigation determines that the referral is not substantiated by investigation, no further action is taken.