

## PUPIL TRANSPORTATION REFERRAL PROCESS

Referrals facilitate communication between the bus driver and the schools regarding student behavior on the bus. The intended outcome is a follow-up communication from the school to the bus driver, and subsequently continued student success on the bus.

### Driver's Responsibilities:

- **Safety is your first priority.**
- Practice PBIS including rewarding positive behavior, building relationships with students, clearly communicating expectations, and issuing PBIS bus incentives (5 positives to every negative)
- Use their toolbox, to support student success, before writing referral
  - Re-teaching expectations
  - Changing seats or assigning seats
  - Identify a seat partner or peer mentor for the student
  - Conference with student
  - Logging interventions (on form)
  - Work with First Student PBIS committee to creatively problem solve
- Write a referral and submit it to school office or bus supervisor
  - Contact office or bus supervisor directly if the driver has concerns that student cannot be safely transported without an immediate intervention
- Implement school strategies as communicated by school

### School's Responsibilities:

- Provide a transportation liaison for bus drivers (See school Contact List).
- Schedule meeting with bus driver's three times a year (Aug/beginning of the year, after winter break, and after spring break) to review student expectations and communication pathways within their school.
- Bus expectations training with First Student at Bus Driver Training in August or within the first two weeks of school if the school cannot make it to that training.
- When the school needs a special accommodation for a student (as response to bus referral or school day intervention), call or email Becky Weeks 541-757-3850/541-757-5877.
- Immediate intervention upon request of the driver (ie. A bus returning to the school for behavior support, supervise students in the event of an overloaded bus, removal of a student for violence, etc.) Call Becky Weeks if you need support with that 541-757-3850/541-757-5877.
- Review referrals in a timely manner
  - Follow-up with student
  - Follow-up with parent if deemed necessary, log contact information and date/time
  - Identify actions to be taken for student support including timelines
- Email completed referral form to [#First Student](#), give pink copy to the Bus Driver to close that communication loop with the driver. The school will keep the white copy for data input into SIS/SWIS and for school records. Follow-up with driver as needed.
- Honor bus rewards tickets/tags into school rewards program.
- Enter discipline data into SWIS System for tracking purposes.

- Provide information to parents about referral.
- Provide Bus Monitors for Elementary 1-2 per school to ride where support is needed. Middle and High Schools have Bus Monitors trained in case you need them to ride, support and monitor. All Bus Monitors need to be trained. Contact Becky Weeks for more information.

**First Student Responsibilities:**

- Schedule quarterly PBIS committee meetings at the division location
- Provide paid time for drivers to meet with schools regarding behavior supports
- Support timely investigations by providing video surveillance, driver interviews, and driver statements as requested by school(s) or district office staff
- Provide a copy of response from the school to the driver
- Enforce any redirection or disciplinary action that the school issues (requires communication to driver and any sub-drivers that may drive the route)
- School staff may ride a bus at any time with or without prior notice to the driver. Preferably staff that have been through the Bus Monitor Training. First Student will accommodate staff transport back to their school, if it will reasonably fit in their driver's assigned schedule
- File and review referral data to support driver success

**District Transportation Department Responsibilities:**

- Arrange PBIS trainings for drivers three times a year (1-August & after winter and Spring breaks.
- Support schools and First Student in investigations
- Attend school / bus driver meetings upon request by either party
- Attend First Student PBIS meetings / coordinate district support staff for these meetings

**Flow of Referral:**

- Driver writes referral
- Driver turns the white copy of the referral in at the school office or bus supervisor
- Driver turns the yellow copy in to First Student/Taxi Service office
- Driver keeps the pink copy for their records.
- School reviews the referral, investigates, and determines course of action
- Referral is updated by the administrator or designee
- School emails completed referral form to #First Student or Taxi Service – [joni.olsen@corvallis.k12.or.us](mailto:joni.olsen@corvallis.k12.or.us) , school follows up directly with the driver as needed (to accommodate timely enforcement of follow-up action)
- If a conference with the driver or transportation staff is required, First Student/Taxi Service manager will arrange the conference. (District support staff will attend conferences upon request.)
- First Student/Taxi Service communicates the referral result with the driver and updates route sheet as needed.