

**River Cities Public Transit  
605-945-2360**

**Youth Transportation Incident Report**

Today's Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Bus #: \_\_\_\_\_ Bus Route: \_\_\_\_\_

Childs Name: \_\_\_\_\_

**Driver's Description of Incident**

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Driver's Signature: \_\_\_\_\_

**Action Taken**

- First Warning to child** - Noted on daily bus list and note sent to parents.
- Written Warning** – Documented with parents and school, and (if applicable) Youth Agency
- Suspended Bus Privileges** – Child(s) bus privileges' are suspended for a minimum of \_\_\_\_\_ days. A mandatory meeting with parent(s), child, representative of Youth Agency (if applicable) and a RCPT staff member is required before reinstating bus privileges.

Report Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_