



TRANSPORTATION CONCERN REPORT

Please complete this form and return to Leslie Reynolds at the NSSED Business Office with any concern you have regarding a student's transportation. Please feel free to email at lreynolds@nssed.org or fax at 847-831-0646. **This form should be submitted within 24 hours of noting the concern.**

Person Reporting Incident: _____

Phone Number: _____ Email Address: _____

Student: _____ School & District: _____

Date/Time _____ Location of Incident: _____

Transportation Provider: _____ Driver's Name: _____

Please check specific concern:

Driver Issues

- Ethical/professional behavior of bus driver
 - Arrival/departure time
 - Student dropped off without supervision/T. A. was not present to receive the student
 - Student dropped off at wrong location
 - Not reporting behavioral issue/not completing written report following incident
 - Doors to the cab were not locked
 - Scheduling issues
 - Driver noted to drive poorly
 - Please explain any box checked above _____
- _____
- _____

Student Issues

- Behavioral issues
 - Not wearing seat belt
 - Student modified transportation with driver
 - Additional students in vehicle when not approved
 - Improper use of cell phone
 - Please explain any box checked above _____
- _____
- _____

Wheelchair/Vests/Tie Downs

- Passenger three-point restraint not used or not positioned properly
- Improper installation of safety vests
- Wheelchair/stroller tie down not attached properly to vehicle
- Wheelchair/stroller tie down not attached properly to wheelchair/stroller
- Strapping/Fasteners problems
- Tray on wheelchair during transportation
- Wheelchair transported in tilted position (more than 30 degrees)
- Improper use of bus lift
- Power wheelchair gears not "locked" on lift
- Wheelchair brakes not locked
- Wheelchair not facing outward on the lift
- Wheelchair driven from the bus onto the lift in "up" position
- Face forward w/c space available but not used
- Face forward w/c space not available on the bus
- Loose items not securely fastened
- No head rest on wheelchair
- Please explain any box checked above _____

Car Seats

- Car seat improperly installed

Additional information/comments:

Staff Issues

- Staff is not waiting for students to get on vehicle
- Staff is not securing students on the vehicle
- Staff is not waiting until vehicle leaves
- Staff is not present to receive students getting off of the vehicle
- Other: _____

cc: Program Supervisor
 Program Administrator
 Director of Student Programs and Services