

Business/Non-Instructional Operations

Transportation Complaints

All complaints concerning school transportation safety shall be initiated with the Superintendent or designee. The Superintendent or designee shall maintain a written record of all such complaints and shall conduct appropriate investigations of the allegations. The Superintendent shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year.

Legal Reference: Connecticut General Statutes

10-221c Development of policy for reporting complaints re school transportation safety.

Policy adopted: October 21, 2008

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

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**TRANSPORTATION SAFETY COMPLAINT FORM
SCHOOL BUSES**

Date of Incident: _____ Time: _____

Location of Incident _____

Bus or License Plate Number: _____

Driver's Name _____

Weather Condition: _____

Nature of Complaint:

Reported by (Please print): _____

Signature: _____

Address: _____

Names of Additional Witnesses	Address

Following is for office use only:

Action taken: _____

