

**ENFIELD PUBLIC SCHOOLS**  
**Enfield, Connecticut**

**Business/Non-Instructional Operations**

**3541.5**

**Records and Reports - Transportation Complaints**

All complaints concerning school transportation safety will be made to the Superintendent's Office. The Superintendent's Office will maintain a written record of all such complaints and will conduct appropriate investigations of the allegations.

The Superintendent will 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:       December 12, 2018**

**TRANSPORTATION SAFETY COMPLAINT FORM  
SCHOOL BUSES**

**ENFIELD PUBLIC SCHOOLS  
Safety and Transportation Coordinator  
1010 Enfield Street  
Enfield, CT 06082**

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: \_\_\_\_\_

<b>Names of Additional Witnesses</b>	<b>Address</b>

***Following is for office use only:***

Action taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_