

## **BUS EMERGENCY**

### ***(State purpose of letter)***

This letter is to inform you about a problem that occurred on one of our buses today. Our school is committed to the safety and education of all our students. We also want to clearly communicate with parents about safety issues when they arise.

### ***(Describe the situation.)***

A fight occurred between students on a bus while on the way to school this morning.

### ***(Describe what was done.)***

The driver immediately took charge of the situation. The bus driver immediately notified the district dispatcher. The dispatcher informed law enforcement officers who responded immediately. The bus then came to school without further incident. The students involved will be subject to school board policy.

### ***(Describe what parents can do.)***

While this was an isolated case on one of our buses, we wanted all parents to be aware of the situation so that you can discuss bus behavior issues with your child. It might be helpful to review the district guidelines that can be found at the school website (insert website here) and in our student handbook that you received at the beginning of the school year. Also, please discuss with your child that all buses have (two cameras) that record audio and video. This is done to provide our students with a safe environment in which to travel to school and to home.

### ***(Close letter)***

Please feel free to call me at 555-5555 or email me at principal@school.edu if you have any questions or concerns.

Sincerely,