Steps to Create a New Incident Report:

- Click on Create
- Click on Incident
- Click inside the Enter Student Name box and type the last name of the student
- Scroll and click on the name of the student in the populated list, click green add bar
A window appears asking if you’d like to add another student, click yes or no.
• By clicking on arrows proceed to fill in Location, Incident Date, Incident Time, Observer and Notify Users fields
• In the Notify User Fields, you will notify your Lead Driver and the contact person for the school the child attends
• Scroll down the screen and now enter the Incident Type (Teacher – Minor) and Incident Behavior (Teacher – Minor – Bus Referral #1)
• Type in a Description of the Incident in the Description box
• Perceived Motivation field choose unknown
• In the Complete field, leave the checkmark if no further action for this incident is required
• Scroll down, click in the Response field and choose Referral or other possible options depending on the number of times the student has been written up on your bus

• Click Save & Close at the top of the page (green tab)

NOTES: