

**TRANSPORTATION  
PERSONNEL CONDUCT REPORT**

Employee: \_\_\_\_\_ Report date: \_\_\_\_\_ Time: \_\_\_\_\_

The purpose of this report is to inform you of your conduct and what action(s) will be taken. You have the right to submit a written rebuttal on your behalf within three (3) working or school days of this report.

- |   |   |
|---|---|
| <input type="checkbox"/> Unauthorized use of tobacco products | <input type="checkbox"/> Route sheet not on bus |
| <input type="checkbox"/> Starting route at unauthorized time  | <input type="checkbox"/> Ran out of fuel        |
| <input type="checkbox"/> Unauthorized use of school bus       | <input type="checkbox"/> Unsafe acts            |
| <input type="checkbox"/> Unauthorized stops or changes        | <input type="checkbox"/> Tardy                  |
| <input type="checkbox"/> Vehicle inspection (Pre-trip)        | <input type="checkbox"/> Other: _____           |

_____	_____	_____
Name of Person Reporting Incident	Title	Date

**Specific details:**

**Conference with Supervisor:**

_____	_____	_____
Supervisor's Signature	Supervisor's Printed Name	Date

**Final action(s) taken:**

_____	_____	_____
Employee's Signature	Supervisor's Signature	Date