



**Customer  
Delight**

# School Bus Disciplinary Report

Department of Transportation  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850



## SECTION I: TO BE COMPLETED BY BUS OPERATOR/ATTENDANT

☐ Please discuss before taking action

Student name \_\_\_\_\_ School name \_\_\_\_\_  
Last First MI

Date of Incident \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ ☐ a.m. ☐ p.m. ☐ activity ☐ mid-day ☐ other

Bus Operator \_\_\_\_\_ Attendant \_\_\_\_\_

Route # \_\_\_\_\_ Bus # \_\_\_\_\_

Number of times student has been referred: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Action Requested ☐ Information Only

### INFRACTION:

<input type="checkbox"/> Disobedient or disrespectful to bus operator	<input type="checkbox"/> Smoking	<input type="checkbox"/> Prohibited materials
<input type="checkbox"/> Standing or moving while bus is in motion	<input type="checkbox"/> Bullying	<input type="checkbox"/> Tampering with or damaging bus or its equipment
<input type="checkbox"/> Sticking head or hand out of window	<input type="checkbox"/> Fighting	<input type="checkbox"/> Inappropriate touching
<input type="checkbox"/> Throwing objects out of window	<input type="checkbox"/> Obscene language	<input type="checkbox"/> Sexual contact
<input type="checkbox"/> Unusually loud talking, laughing or singing and/or other distracting noises and actions	<input type="checkbox"/> Littering	<input type="checkbox"/> Other (see below)
	<input type="checkbox"/> Disturbing others	

Additional information which describes the infraction \_\_\_\_\_

What did the student say or do? \_\_\_\_\_

Is this a repeated behavior? ☐ Yes ☐ No Number of times \_\_\_\_\_

Action taken by bus operator/attendant \_\_\_\_\_

☐ Student has been given an assigned seat ☐ This has been discussed with the student

Supervisor name \_\_\_\_\_ Depot \_\_\_\_\_ Phone # \_\_\_\_-\_\_\_\_-\_\_\_\_

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature, Bus Operator

Date

## SECTION II: TO BE COMPLETED BY SCHOOL ADMINISTRATOR

<input type="checkbox"/> Parent(s)/Guardian notified	<input type="checkbox"/> In-school suspension	<input type="checkbox"/> See school administrator
<input type="checkbox"/> Student conference	<input type="checkbox"/> Out-of-school suspension	<input type="checkbox"/> Other
<input type="checkbox"/> Parent/Student conference	<input type="checkbox"/> Contract	
<input type="checkbox"/> Detention	<input type="checkbox"/> Riding privilege suspended	

Notes \_\_\_\_\_

Action taken by school administrator \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature, Administrator

Date