

School Bus Disciplinary Report

Department of Transportation
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
Rockville, Maryland 20850

MCPS Form 555-3
May 2024
Page 1 of 2

See [MCPS Regulation EEB-RA, Operation and Care of MCPS Buses](#), for more information.

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 Name _____ Attendant Name _____

Route # _____ Bus # _____

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

SECTION II: INFRACTION

- | | | |
|--|---|--|
| <input type="checkbox"/> Alcohol* | <input type="checkbox"/> Inhalants* | <input type="checkbox"/> Student to Student Bullying, Harassment (including sexual harassment) or Intimidation**
<input type="checkbox"/> Inappropriate touching**
<input type="checkbox"/> Sexual activity, sexual attack, sexual harassment**
<i>*See the MCPS Student Code of Conduct for more information.
**If one or more of these boxes are checked, see Section III below to record names of alleged victims and any witnesses.</i> |
| <input type="checkbox"/> Arson/Fire* | <input type="checkbox"/> Knives and Other Weapons* | |
| <input type="checkbox"/> Attack on Adult* | <input type="checkbox"/> Seat Belt (misusing or failing to use lap-shoulder belt, if bus is so equipped) | |
| <input type="checkbox"/> Bomb Threat* | <input type="checkbox"/> Serious Bodily Injury* | |
| <input type="checkbox"/> Destruction of Property, including tampering with or damaging bus or its equipment* | <input type="checkbox"/> Standing or moving while bus is in motion | |
| <input type="checkbox"/> Disobedient or disrespectful to bus operator | <input type="checkbox"/> Sticking head or hand out of window | |
| <input type="checkbox"/> Disruption* | <input type="checkbox"/> Theft* | |
| <input type="checkbox"/> Drugs/Controlled Substances* | <input type="checkbox"/> Threat to Adult* | |
| <input type="checkbox"/> Explosives* | <input type="checkbox"/> Threat to Student* | |
| <input type="checkbox"/> Extortion* | <input type="checkbox"/> Throwing objects out of bus window | |
| <input type="checkbox"/> False Alarm* | <input type="checkbox"/> Tobacco and/or e-cigarettes* | |
| <input type="checkbox"/> Fighting, Attack on Student* | <input type="checkbox"/> Trespassing* | |
| <input type="checkbox"/> Firearms, or Other Guns* | <input type="checkbox"/> Unusually loud talking, laughing, or singing and/or other distracting noises and actions | |
| <input type="checkbox"/> Inappropriate Use of Personal Electronics* | <input type="checkbox"/> Other _____ | |

SECTION III: ADDITIONAL INFORMATION

Additional information which describes the infraction

What did the student say or do?

Is this a repeated behavior? Yes No Number of times _____

**Alleged Victim(s) Name(s): _____

**Witness Name(s): _____

SECTION IV: BUS OPERATOR/ATTENDANT INFORMATION AND SIGNATURE

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 V OF THIS FORM MUST BE COMPLETED BY A SCHOOL ADMINISTRATOR—SEE PAGE 2

SECTION V: TO BE COMPLETED BY SCHOOL ADMINISTRATOR

Complete MCPS Form 230-36, *Bullying, Harassment, or Intimidation Investigation Form* if bus operator/attendant indicates Bullying, Harassment, or Intimidation, Inappropriate Touching, or Sexual Contact in Section II above. Serious Incident Reporting requirements also must be followed, if appropriate.

If video was reviewed during investigation, ensure that it is preserved.

Consequences:

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

Notes _____

Action taken by school administrator _____

Signature, Administrator _____ Date ____/____/____

DISTRIBUTION: COPIES 1, 2 AND 3/Principal for school record; Principal forwards COPY 2 to Transportation Supervisor and COPY 3 to Bus Operator (with action indicated); COPY 4/Bus Operator retains; COPY 5/Transportation Supervisor