



Customer Delight

# School Bus Disciplinary Report

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



MCPS Form 555-3  
April 2019  
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**<br><input type="checkbox"/> Inappropriate touching**<br><input type="checkbox"/> Sexual activity, sexual attack, sexual harassment**<br><i>*See the MCPS Student Code of Conduct for more information.</i><br><i>**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:**

- Parent/Guardian notified     Student conference     Out-of-school suspension     Parent/Guardian/Student conference
- Contract     Detention     Riding privilege suspended     See school administrator
- 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