

Independent School District 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 403.3.1.3P Adopted December 1984 Revised April 2016

Title Transportation Employee Warning Record

Employee name _____ Date of violation _____

NATURE OF VIOLATION

- | | |
|---|---|
| <input type="checkbox"/> Did not come to work
<input type="checkbox"/> Came to work late
<input type="checkbox"/> Called in late to work
<input type="checkbox"/> Did not pick up students on time
<input type="checkbox"/> Did not pre-trip bus before run
<input type="checkbox"/> Other | <input type="checkbox"/> Left vehicle dirty
<input type="checkbox"/> Parked bus in unauthorized area
<input type="checkbox"/> Ran out of fuel/parked with less than one-half tank
<input type="checkbox"/> Did not close windows |
|---|---|

Specific details _____

ACTION TO BE TAKEN

- | | |
|--|--|
| <input type="checkbox"/> Verbal warning
<input type="checkbox"/> Written warning
<input type="checkbox"/> Suspension
<input type="checkbox"/> Termination | By whom _____
Start _____ End _____
Date _____ |
|--|--|

Comments _____

I have read and understand this warning.

Employee comments _____

Employee signature _____ Date _____

Supervisor signature _____ Date _____

File

Retention: six years after termination