

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

Specific details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ACTION TO BE TAKEN

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

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand this warning.

Employee comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

File

Retention: six years after termination