



# Notice of Violation

Department of Transportation  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

**MCPS Form 215-14**  
**October 2008**

For use to document employee performance in violation of MCPS-DOT *Just Cause Standards for Bus Attendants and Bus Operators.*

Employee name \_\_\_\_\_ Bus/Route # \_\_\_\_\_ Supervisor \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_  a.m.  p.m.

Violation observed by \_\_\_\_\_ Violation occurred at (place) \_\_\_\_\_

Description of violation  (See attached)

<b>CATEGORY 1—MINOR</b>	<b>CATEGORY 3—MAJOR</b>	<b>FATAL OFFENSES</b>	
Failure to maintain professional appearance	Operating bus with front door open	Failure to report an accident	
Failure to submit reports on time	Leaving bus unattended with engine running	Tampering with any safety equipment	
Improper parking of bus or personal vehicle	Missed shift without notification (no call/no show)	Positive post-accident or refusal to take any type of drug or alcohol test	
Misuse of two-way radio	Failure to notify MCPS of decertifying condition	Falsifying any official DOT document or providing false statements	
Failure to follow DOT idling guidelines	Failure to address student conduct/safety issues	<b>RELATED CORE COMPETENCY(IES) (SSPGS)</b>	
Allowing unauthorized animals on bus	Failure to use seat belt/shoulder harness		Commitment to students
Use of warning lights when not loading/unloading	Unauthorized use of electronic equipment		Knowledge of job
Failure to keep MCPS equipment clean	Use of a cell phone while driving the bus		Professionalism
Late for duty (tardy)	Speeding, unsafe driving, traffic violations		Interpersonal
Other _____	Speed or red light camera violation		Communications
	Failure to stop for red warning lights of other bus		Organization
<b>CATEGORY 2—MID LEVEL</b>		Problem Solving	
Failure to follow accident procedures	Failure to perform proper pre/post trip	<b>DISCIPLINARY OUTCOME(S) (may be more than one)</b>	
Failure to maintain bus attendant book	Leaving student on field trip	Record of conference	
Failure to maintain pre-trip book	Failure to use warning lights when required	Verbal warning	
Failure to maintain proper bus fluid levels	Leaving bus unattended with students on board	Written warning	
Failure to report route changes	Failure to use railroad-crossing procedures	Suspension: ____ days*	
Failure to follow official route sheet	Asking that student be released early	Off regular route: ____ days	
Sleeping when children are on board	Insubordination	Permanent loss of route	
Failure to report inappropriate student conduct on bus	Other _____	Transfer	
Failure to obey field trip regulations	<b>CRITICAL OFFENSES</b>	Demotion*	
Failure to attend mandatory meeting	Leaving a student on the bus unattended	Termination*	
Failure to report mechanical problems to shop	Putting a student off the bus at an inappropriate location	Other _____	
Refueling with students on board	Crossing mainline railroad track in Montgomery County		
Abusive or demeaning language	Failure to discharge a student to the care of an adult when required		
Conduct unbecoming an MCPS employee	Fighting (physical) on DOT/MCPS property, and/or while on duty		
Failure to follow leave procedures	Endangering students		
Failure to follow MCPS tobacco free policy			
Unauthorized use of persons on bus			
Missed shift/without leave: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.			
Failure to perform dry run			
Other _____			

\*recommendation to HR

I hereby acknowledge that I have received this Notice of Violation. I understand that I have the right to attach my own statement and that my signature DOES NOT imply my agreement.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_ Signature, Employee Date Signature, Supervisor Date