

**HARASSMENT REPORT FORM - TRANSPORTATION DEPARTMENT**

Report to [School Principal] [Other administrator]

Today's Date:

Note 1: Check your district /school policy; does it require you to report to anyone else?  
Note 2: Remember, you must report reasonably suspected child abuse or neglect to Social Services or law enforcement.

**SECTION I: Information from Transportation Personnel Making Report**

Person completing this form

Position \_\_\_\_\_ Telephone Number \_\_\_\_\_

Route # on which offense occurred \_\_\_\_\_

**SECTION II: Identity of Person Reporting to Transportation**

Name of Child \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_\_

School Currently Attending \_\_\_\_\_ Grade \_\_\_\_\_

Person Who Contacted Transportation Team Member \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date of Contact with Transportation Team Member \_\_\_\_\_ Time of Contact \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

**SECTION III: Information Received from Person Reporting to Transportation**

Date the incident occurred \_\_\_\_\_

Time the incident occurred \_\_\_\_\_

Place the incident occurred \_\_\_\_\_

Name(s) of Student(s) Reported as Being Involved in Conduct: (use back of form as needed for additional names)

Name \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

Names of Witnesses Reported as Having Observed Conduct: (use back of form as needed for additional names)

Name \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

Was Conduct Reported Verbal? \_\_\_\_\_ Physical? \_\_\_\_\_ Both? \_\_\_\_\_

Describe conduct as reported - be complete: (Who said or did what to whom? When did they say or do it? What did they do or say? Was force used? Were verbal statements or threats involved? Did any physical contact or touching occur?) Attach additional sheets, if necessary?

**Follow up:**

To whom did you report the harassment?

Name	Position	Date
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To your knowledge, who else was aware of the incident?

Name	Position
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Name	Position
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Did you receive any feedback, or further information?  Yes  No

If yes, what feedback or information?

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What evidence (photos, disciplinary write up's, etc.) exists?

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