

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 |
|------|----------|------|
|------|----------|------|

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

| Name | Position |
|------|----------|
|------|----------|

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

If yes, what feedback or information?

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