



## Bus Monitor Conference Form

Bus Monitor Name: \_\_\_\_\_

Center Manager Name: \_\_\_\_\_

### DOCUMENTATION OF SESSION:

_____ Conduct or Behavior	_____ NOCAC Policies & Procedures
_____ Safety or Work Environment	_____ Attendance-Dependability
_____ Consumer Relations	_____ Other _____

Describe performance (be specific and include dates and examples):

Describe agreed upon improvement plan if necessary:

Follow-up review plan date if necessary: \_\_\_\_/\_\_\_\_/\_\_\_\_

Bus Monitor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Center Manager Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTE: Employee's signature indicates that this information has been discussed with the monitor. It also acknowledges receipt of a copy of the conference. The bus monitor may respond using the reverse side of this form.

Bus Monitor Copy: \_\_\_\_\_ Supervisor Copy: \_\_\_\_\_