



**HUMAN PERFORMANCE FACTORS**

**Attachment 4 – Bus Driver Disciplinary Records**

**Chattanooga, TN**

**HWY17MH009**

(4 pages)

**National Express Corporation/Durham School Services**  
CORRECTIVE ACTION/COACHING MEMORANDUM

Coaching	<input type="checkbox"/>
Written	<input checked="" type="checkbox"/>
Final Written	<input type="checkbox"/>
Separation	<input type="checkbox"/>

Employee Name: Johnthony Walker Job Title: Bus Driver

Location: Tyner Date: 9/21/16 Supervisor: TERESA Johnson

1. Performance or Behavior: Didn't do a child check after last stop from Woodlawn. did let at bus side and found a sleeping child.

2. Performance or Behavior Expectations: Employee needs to do a child check after each school in AM and after each stop in PM.

3. Prior Discussions: \_\_\_\_\_

4. Consequence(s) if Performance or Behavior Does Not Improve to Expected Level: Employee will get a final written if it happens again

5. Follow-up Date: \_\_\_\_\_

6. Employee Comments: \_\_\_\_\_

**7. Acknowledgment That This Memorandum Was Explained and Discussed With the Employee:**

Supervisor's Signature: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Witnesses' Signature: \_\_\_\_\_

Your employment with National Express Corporation/Durham School Services is at will in that you can be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or yourself. The information in this memorandum is not intended to create either an express or implied contract of employment for a specific term or any other legally enforceable promise. Further, any promises or commitments made that are contrary to or in conflict with any provision of the Employee Handbook are not valid unless signed by the CEO of the Company.

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Separation	<input type="checkbox"/>

Employee Name: Johnthony Walker Job Title: Bus Driver

Location: Tyner Date: 8-22-16 Supervisor: Teresa Johnson

1. Performance or Behavior: Employee has been late showing up for work

2. Performance or Behavior Expectations: Be at work on time everyday

3. Prior Discussions: \_\_\_\_\_

4. Consequence(s) if Performance or Behavior Does Not Improve to Expected Level: If employee is late again he will get a written

5. Follow-up Date: \_\_\_\_\_

6. Employee Comments: \_\_\_\_\_

7. Acknowledgment That This Memorandum Was Explained and Discussed With the Employee:  
Supervisor's Signature: \_\_\_\_\_  
Employee's Signature: \_\_\_\_\_  
Witnesses' Signature: \_\_\_\_\_

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Final Written	<input type="checkbox"/>
Separation	<input type="checkbox"/>

Employee Name: Johnthony Walker Job Title: Bus Driver

Location: Tyner Date: 10-4-16 Supervisor: TERESA Johnson

1. Performance or Behavior:

Employee has 60 absence at this time

2. Performance or Behavior Expectations:

Employee need to be at work and be on time

3. Prior Discussions:

4. Consequence(s) if Performance or Behavior Does Not Improve to Expected Level:

Employee will receive a final written when he reaches 90 absences

5. Follow-up Date:

6. Employee Comments:

7. Acknowledgment That This Memorandum Was Explained and Discussed With the Employee:

Supervisor's Signature: [Redacted]

Employee's Signature: [Redacted]

Witnesses' Signature: \_\_\_\_\_

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