

## BUS MONITORS RESPONSIBILITIES

1. Monitor children and adults while being transported.
2. Ensure that all child restraints are properly installed on the bus.
3. Assure safety restraints are fastened properly during route. Ensure all vehicle occupants who are not assisting children, are seated and wearing height and weight appropriate safety restraints while the bus is in motion.
4. Assist children with boarding and exiting the bus.
5. Assist with monthly evacuations and assist in the event of an emergency. Ensure that throughout the school year children are taught and reminded of: safe riding practices, safety procedures for boarding and exiting the bus, crossing the street, recognizing danger zones, and emergency evacuation procedures. Bus Monitors will assist the bus driver and utilize the monthly emergency evacuation drill times to review these items with children.
6. Discipline children in a consistent manner and inform teachers of disciplinary problems on the bus.
7. Ensure that the bus is attended at all times by the driver, teacher, monitor or parent when children are present.
8. Assist with post trip of bus to ensure all students have departed from bus and “Bus is Empty” sign is posted in the back of the bus.
9. Assist with delivery of take home materials.

10. Maintains chain of custody of children assigned to bus; ensures that children are released only to authorized individuals.
  
11. Respects the confidentiality of children, families and staff.
  
12. Teaches children and reinforces in developmentally appropriate ways transportation safety procedures and respect for others.
  
13. There will be no food or drink allowed on bus (except staff meetings).
  
14. Monitors may answer the bus cell phone while on route only if it is the center calling. Centers will only call the bus cell phone if it is an emergency.

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BUS MONITOR=S SIGNATURE

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DATE