Bus Monitor Training

1. Child Boarding and Exiting Procedures
   a. Parent or guardian escorts the child to and from the bus stop
   b. Assisting children stepping on and off the bus
   c. Watch and wait while stepping off the bus

2. Child Restraint Systems
   a. Inspection of seat belts
   b. Assisting and teaching children to sit and buckle up
   c. Checking on children during the bus ride
   d. Assisting and teaching children to unbuckle

3. Required Paperwork
   a. Pre-trip inspection form
   b. Monthly vehicle mileage and fuel expenditures report
   c. Bus wash reimbursement
   d. Bus maintenance plan and tracking
   e. Child enrollment form
   f. Bus route order of pick-up and drop-off
   g. Bus accident report
   h. Bus notebook
   i. Field trip forms
   j. Bus seating chart

4. Responses to Emergencies
   a. Sick child
   b. Unsecured child
   c. Fire
   d. Collision

5. Emergency Evacuation Procedures
   a. Front evacuation
   b. Rear evacuation
   c. Roof hatch evacuation
   d. Sit-and–slide technique
   e. Assembling and protecting children
   f. Drills

6. Use of Special Equipment
   a. Fire extinguisher
   b. Seat belt cutter
   c. First aid kit
   d. Reflective triangles
   e. Body fluid clean-up kit
   f. Transporting medication
   g. Wheelchair lift (if equipped)
7. Child Pick-up and Release Procedures
   a. Child to be escorted to the bus stop
   b. Wait 2 minutes if necessary, honking at the beginning of each minute
   c. Unloading and reloading at Head Start
   d. Parent or guardian meets the child at the bus stop
   e. Wait 2 minutes if necessary honking at the beginning of each minute
   f. If nobody meets the child, notify center and continue on with the route
   g. Parent picks up child at the center unless other arrangements are directed by the site director (e.g., meet parent at a location further along the route)

8. Pre-trip Vehicle Check
   a. Approaching the bus
   b. Engine Compartment
   c. Outside mirrors, windows
   d. Aisle and emergency exits
   e. Cleanliness
   f. Emergency equipment
   g. Control panels
   h. Seat belts and restraining devices (including car seats, if used)

9. Post-trip Vehicle Check
   a. Check for children still on the bus
   b. Check all around and under the bus for leaking or hanging objects, etc.
   c. Update paperwork as necessary

I have received training on the above procedures and understand the duties of a Bus Monitor.

Monitors Printed Name___________________________________________________________

Monitors Signature______________________________________________________________

Date_________________________

I have trained the above individual to perform the duties of a Head Start Bus Monitor.

Drivers Printed Name____________________________________________________________

Drivers Signature_______________________________________________________________

Date_________________________