

## **INTERNATIONAL LEADERSHIP OF TEXAS**

### **DEPARTMENT OF TRANSPORTATION**

#### **A. DUTIES AND RESPONSIBILITIES OF BUS MONITOR**

The school bus monitor is an important factor in achieving safety, efficiency and economy in the operation of a school bus. The bus monitor must be dependable, alert, and careful in carrying out his / her job as the bus monitor. It is the responsibility of the bus monitor that **NO CHILD IS LEFT BEHIND** during all transportation operations. Bus monitors need to physically walk to the back of the bus after **EVERY** trip to check for sleeping students. All bus monitors must have a roster with the student riders designated numbers and an authorized parent/guardian roster.

1. Assists children in getting on the bus and to assigned seats.
2. Ensures all passengers are properly restrained while riding the bus.
3. Maintains order and behavior of children on the bus so the driver will not be distracted from safe driving.
4. Maintains a positive, calm attitude and a soft voice while on the job.
5. Protects all children from physical punishment or verbal abuse by anyone, and immediately reports any such incident to the PRINCIPAL or school official.
6. Assists the children in getting off the bus safely.
7. Releases children only to persons listed on the School roster, and requires identification from any unknown or new person on the list.
8. Notifies the PRINCIPAL or school official of concerns regarding the children's health, behavior, or emotional state.
9. Learns bus route and makes the substitute driver aware of it when necessary.

#### **B. STUDENTS LOADING AND UNLOADING PROCEDURES**

1. Load and unload at designated pick-up and drop off areas only.
2. School will provide an identification number for each student rider to the parent/guardian and a roster to the bus driver and bus monitor.
3. Students will remain seated until their number is call by Driver or Bus monitor.
4. The bus monitor will not release the students from the bus until each student is pick up by designated parent/guardian, **NO EXCEPTIONS**.
5. The bus monitor will not depart the drop off area until all students are picked up by designated parent/guardian or after 4:45 pm, at that time the bus driver will return the student

and bus monitors to the designated campus, the bus monitor then will escort the students and release them to the school PRINCIPAL or school officials only. NO EXCEPTIONS.

I have read and understand the bus safety rules outline above. I understand that the safety and security of our students is our number one priority. My signature below indicates that I agree to abide by all safety rules outlined above.

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BUS Monitor's NAME

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BUS Monitor's SIGNATURE

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DATE