

MONITORS

A NEW MINDSET

WE NEED MONITORS BECAUSE...

- **Preschool**

- **Special Needs**

- **Behavior**

NOT TO...

- chat with the Driver
- take a joy ride in the country
- take a nap
- catch up on FACEBOOK

PRESCHOOL

702 KAR 5:150. TRANSPORTATION OF PRESCHOOL CHILDREN.



Section 1. (1) A local board of education shall require each school bus transporting three (3) and four (4) year old children to be staffed with a minimum of one (1) driver assistant who is qualified and trained to assist in the transportation of three (3) and four (4) year old children by a certified local board of education school bus driver training instructor.



Section 3. (1) A driver assistant shall be responsible to deliver and receive the child safely to and from the parent, guardian or person authorized by the parent in writing. Three (3) and four (4) year old children who cross a roadway shall be escorted by the driver assistant.

KDE Monitor Guidelines for Preschool Transportation

SPECIAL NEEDS

707 KAR 1:002 (-707 KAR 1:382)



(51)(a) "Related services"

means **transportation** and such developmental, corrective, or supportive services as are required to assist a child with a disability to benefit from special education.



HOW DO YOU QUALIFY TO BE A MONITOR?

BEHAVIOR

KRS 158:110. TRANSPORTATION OF PUPILS.

- 4. A Board of Education shall adopt such rules and regulations as will ensure the comfort, health and safety of the children who are transported, consistent with the rules and regulations of the Kentucky Board of Education dealing with the transportation of pupils.

Lets play...

BUS

TRIVIA!!

Q: What is the most severe write-up / conduct report a student can receive from a Driver/Monitor?

**DISTRACTING
THE
DRIVER**

- P.B.I.S.
- Pupil Transportation Management Manual
- Driver Trainer Manual: Pupil Behavior Management outlines the chain of command and support factors.

Written board policies and procedures should include the following as a minimum:

1. Specify the extent of transportation services to be provided (including pupils entitled to transportation by law and the conditions, if any, under which it will be provided to pupils who do not qualify).
2. Describe rules of behavior for all transported pupils including discipline procedures.
3. Designate the person responsible for the enforcement of such rules of behavior.

Local Boards of Education need to establish policies and procedures within the framework of the KRS and KAR.

SO HERE IS THE QUESTION....

**HOW DOES YOUR DISTRICT TRAIN
A NEW MONITOR?**

Are You Training For All The Possibilities?

*Are You Giving Them The Training They Need To
Succeed In Your District?*

TRAIN TO **RETAIN**

ORIENTATION on route with Trainer

RIDE with another Trainer if possible

CLASSROOM – 2 hr. minimum

RIDE Special Needs Bus

ON BUS – evacuations

TRAINER RIDES with Trainee on route to observe

ON BUS – safety vests/seat belts

TURN OVER new Monitor to Dispatch for assignment

WHEEL CHAIR RESTRAINTS

Monitor Hiring Process

- Interview
- Sent to St Elizabeth Business Health for a JPA (Job Placement Assessment test). When you call to make that appointment please call Paula (office 859-635-2161) to let me know when your appointment is.
- After the JPA, our HR Department will contact you for an appointment to meet them for a Criminal Background Check. Your cost for this is \$33 (exact change or a check is required), this is NOT reimbursable.
- Also, at the time of the background, all employees are required to submit to a Child Abuse and Neglect check through the Cabinet for Health and Family Services. There is a \$10 fee for this. The ONLY form of payment for this is a check or a money order payable to the Kentucky State Treasurer (non reimbursable).
- If your background check has events of concern we will NOT pursue your employment with Campbell County Schools.
- Monitors will have a 2-3 hour orientation training class and then be placed on buses for continued training.

Monitor Orientation Document Checklist

- Bus Pass
- Payroll - Timesheet and AESOP instructions
- District Calendar
- Safety Vest Installation and Student wearing instructions
- Conduct Report Documentation
- Student Accident/Incident Form
- Special Health policies
- KDE Pupil Transportation Driver Assistant Guidelines (Preschool)
- Sure-Loc Instructions
- Special Needs Equipment Do's and Don'ts (Campbell County)
- Bus Monitor Responsibilities (Campbell County)
- Monitor Test
- Preschool Test

Bus Monitor Responsibilities 2019 -20

- ❖ Report to your bus on time, check times at the office window if you are not sure.
- ❖ Promote safety and a positive riding experience for all passengers on the bus.
- ❖ Always conduct yourself in a professional manner which does not distract from the safe operation of the bus by the driver.
- ❖ Work cooperatively in a positive manner with all school personnel, parents, legal guardians, co-workers and caregivers.
- ❖ Communicate confidentially with school personnel and parents concerning background, medical and behavior concerns.
- ❖ **Use of cell phones is PROHIBITED by Monitors while Students are on the bus, unless specifically asked to do so by Dispatch.**
- ❖ **Monitors are NOT permitted to sit in the front of the bus while students are on the bus. Sitting behind the side emergency door is the best location to watch the students.**
- ❖ **Limit your movement on the bus while the bus is in motion. Move when the bus is stopped in traffic or at a student stop. This is for YOUR safety.**
- ❖ **At the end of EVERY route, DRIVER AND MONITOR both, check the bus to ensure that NO CHILD IS LEFT BEHIND.**
- ❖ **Learn to read a route sheet. Assist the Driver with vision at turn-arounds and unusual traffic conditions such as extraneous weather conditions.**
- ❖ Assist Driver in securing seat belts and safety vests/seats and wheelchair restraints as necessary. Know how to operate and trouble-shoot the lift.
- ❖ Assist Special Needs and Preschool students as needed on and off the bus. This includes escorting students across the roadway when necessary, lifting preschool students as required and helping to assure an authorized adult meets students leaving the bus when required.
- ❖ You MAY NOT carry ANY student on or off the bus, except in a bona fide emergency situation.
- ❖ You MAY NOT escort any student past the bus stop. We DO NOT escort students to the door.
- ❖ Assist parents and school personnel with safe loading and unloading of students.

- ❖ Assist Driver with seating assignments. Assist the Driver in documentation of student information, record keeping and completing route surveys.
- ❖ Make periodic inspections of the bus during transit to ensure bus policies are enforced which include: *checking for food, drink. Only water is permitted on the bus. *Inappropriate cell phone usage, includes NO picture taking or videos on the bus. * Proper seating techniques *overall bus behavior. **Never** get into a power struggle with a child. Write it up.
- ❖ Continually be aware of Bus Safety by not allowing students to block the aisle with carry-on items or improper seating techniques. Do not allow students to sit in the floor or stand in the aisle.
- ❖ Help the Driver maintain discipline, ensuring that students follow the bus rules.*Report unresolved student misbehavior problems to the driver. *Fill out disciplinary write ups as necessary.
- ❖ Assist with Emergency Evacuation Drills as directed by the Driver.
- ❖ Make yourself familiar with all emergency and safety related equipment on the bus i.e. know how to shut/release the emergency door, and windows. Know where to find the First Aid/Body Fluid Cleanup kits, and help ensure that they are continually stocked.
- ❖ Perform any other duties as assigned by the Transportation Director or designee.

SPECIAL EQUIPMENT – “Do’s & Don’ts”

SAFETY VEST

- DON'T place a safety vest by an emergency exit
- DON'T sit a child in the seat behind a child who is in a safety vest unless they are also secured in a vest
- DO use the vest that is the appropriate size for the child
- DO ensure straps are not twisted – twisted straps allow for slippage
- DO store vests and/or parts in its plastic bag (which it came in) when not in use

For Tan Vests:

- DO zip the vest in the back
- DO use two expander inserts together when needed – one 2” and one 4”, for a total of 6” allowed per manufacturer specifications
- DO use expander inserts which are the same color as the vest; DO NOT mix colors, as they are not the same size

FIRE BLANKET

- All Special Needs buses should be equipped with a Fire Blanket.
- DO familiarize yourself with where the blanket is located
- DO utilize the blanket for situations such as
 - Carry a student to safety
 - Pull a student to safety
 - Assist with evacuations
- Block the vision of students from something they should not see, such as medical emergencies

SPECIAL EQUIPMENT – “Do’s & Don’ts”

WHEELCHAIR (WC)

- DO be aware of the bus/vehicle’s parking position so that the WC will load/unload in a proper, safe location; many factors must be considered, such as
- Look for a curb placement or sidewalk access
- Lift will span to sidewalk, but must be on a level surface
- DO always transport the WC forward-facing, centered in the WC restraint position
- DO ***work as a team*** to load/unload the student
- DO ensure someone keeps a hand on the WC at all times during loading/unloading of the WC
- DO ensure someone stays on the bus at all times
- DO set WC brakes “on” for lifting; electric chairs should be powered “off” and wheels locked during lifting and transporting
- DO familiarize yourself with the operation of an electric WC; know how to make an electric chair a manual chair
- DO NOT allow students to operate WC on or off the lift by themselves - staff must be in charge of this.

SPECIAL EQUIPMENT – “Do’s & Don’ts”

Sure-Lok requires WC restraints to be 12-18” apart in the back, between the rear wheels of the chair and 3-8” outside the front wheels. Once the WC is in position on the bus, Driver and Monitor should work together to secure the WC for transport.

Wheelchair and student are secure when:

- Two front and two rear restraints are tightened with no WC brakes set, and then WC brakes are set again
- DO look very carefully for where to attach these restraints; many chairs have brackets to specifically attach to, many do not
- DON’T attach to anything moveable, removable, or open-ended. Try to find a straight, solid piece of the WC frame to attach restraint to
- DON’T bind any brake cables in the tie-downs
- DON’T attach restraints to the axle
- DO ensure all restraints are secure to the bus floor and facing the proper direction
- DO ensure restraints reach the chair with no obstacles
- DON’T allow for twists in any restraint or seatbelt straps – **NONE. EVER.**
- DO check that restraint straps are fully extended and check for wear and tear as part of the regular Pre-trip of the bus/vehicle
- DO keep WC wheels straight to avoid slippage during transport
- DO ensure seatbelts are worn around the body – low and snug around the hips, on the pelvic structure and not around any part of the chair
- DO remove from the WC any auxiliary equipment and secure elsewhere on the bus/vehicle
- DO ensure I.V. poles are secured in manufactured attachment and not with tape or zip-ties
- DO transport students in the position in which they are given to you – reclined or sitting straight up

If your route does not have a WC assigned, retract all straps and store in Sure-Lok pouches. Regularly vacuum or brush out the tracks – these must be kept clean for best security of floor restraints.

WC lift is a part of the Pre-trip whether the route is assigned a WC or not.

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