**Upshur Human Resources, Inc.**

**Bus Monitor Training Checklist**

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| **Training Received** | * **= Covered**
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| 1. Briefly discussed Federal and State operational and safety standards.
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| 1. Child boarding
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| 1. Child exiting
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| 1. Hand-to-hand policy
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| 1. Use of child restraint systems
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| 1. Procedures for handling emergencies
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| 1. Emergency evacuation drills and procedures
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| 1. Use of special equipment
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| 1. Child pick-up and release procedures
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| 1. Pre and post trip vehicle check
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| 1. Required paperwork
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| 1. Passenger safety
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| 1. Pedestrian safety training
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| 1. Appropriate clothing and shoes
 |  |
| 1. Professionalism and courtesy
 |  |

Transportation Staff Date

Bus Monitor Date