**Upshur Human Resources, Inc.**

**Bus Monitor Training Checklist**

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

Transportation Staff Date

Bus Monitor Date