

Bus Duty

This is an assigned duty. When assigned to bus duty you should:

- Be outside no later than 3:15.
 - Make sure you have a student bus list and a pencil.
 - Document problems with particular students on bus list.
 - Walk up and down the bus line.
 - Redirect students to follow dismissal procedures if needed.
 - Refrain from having lengthy conversations with other adults or children.
 - Help monitor another area after students have left your assigned area (this includes the bike rack person).
 - Make sure that at least one person stays outside until the last bus riders have departed.
 - Pass on bus list when your duty has finished.
 - Get a substitute if you are unable to do your duty and notify the office (Sue or Jan).
 - Guest riders on a bus should be able to produce a note. The bus driver has the right to approve permission or not.
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