

DATE: _____

Bus Aide Name (print): _____ Signature: _____

A Bus Aide is typically the Teacher Assistant but might be other staff members. Each Bus Aide binder must contain Reach Dane’s Bus Aide Guidelines and Expectations that can also be found in the Transportation Policies & Procedures book. Every Bus Aide must complete the training and review of this checklist.

BUS TRAINING (performed by driver or qualified trainer)	Bus Aide Initials
Review route sheet – Driver & Bus Aide are required to have current route sheet	
Review picking up the children at home	
Review taking the children home from program site	
Review proper unloading procedure from bus	
Demonstrate proper use of STAR seat system and how to buckle up children on bus	
Determine location and review use of First-Aid kit on bus	
Determine location and review proper use of bus fire extinguisher	
Determine location and review use of seat belt cutter on bus	
Review the operation of the bus 2-way radio and practice using it	
Review proper storage on bus of back-packs and other items	
Review Bus Evacuation Procedures	
Review Accident Procedures for bus	
Review Bus Breakdown information	
Review Severe Weather Procedures for bus	
Review Bus Guidance Policy	
CLASSROOM TRAINING (performed by teacher or qualified trainer)	Bus Aide Initials
Review and explain Bus Aide Guidelines and Expectations from Transportation Policies & Procedures book	
Review tracking children and form used	
Review loading & unloading procedures at the program site	
Review items kept in the Bus Binder	
Review Child Release Policy 0-5	
Review Emergency Contact/Child Release Authorization form	
Review Bus Curriculum Policy	

Trainer Section:

List any comments or questions:

Trainer signature(s): _____ Bus _____ Classroom _____

_____ Bus _____ Classroom _____