

# NEW BUS MONITOR/AIDE TRAINING COMPLETION

NAME \_\_\_\_\_ Completed Training \_\_\_\_\_ thru \_\_\_\_\_

**Note: V-video L-lecture H/O-Hands On**

**Note:** There will be **NO EXCUSED ABSENCES** allowed during the training period.

**Note:** It is the responsibility of the trainee to turn this form in at the end of the training session. Without this form, you cannot be hired. A duplicate is authorized if the original is lost/misplaced.

## Interview

	TRAINER	TRAINEE
● Background Investigation/Fingerprint	L _____	_____
● Work Priority	L _____	_____
● Absence	L _____	_____
● Job Description	L _____	_____

## Orientation/Student Management

	TRAINER	TRAINEE
● Procedure on preparing student conduct report	L _____	_____
● Paperwork/Request Forms/Accountability	L _____	_____
● Two-way radio use and procedures.	L _____	_____
● How to Handle Angry Parents	V/L _____	_____
● Student Management/Liability/Responsibility Student Management & Steering Clear of Liability with Peggy Burns	V/L _____	_____

## First Aid:

	TRAINER	TRAINEE
● CPR and First Aid for children and adults (Card issued and certification date _____)	V/L _____	_____
● Bloodborne Pathogens	V _____	_____
● Safety precautions for staff	L _____	_____

# Hands On Training

1. Wheel Chair Loading/Lockdown	H/O	_____	_____
2. Ride Along With Trainer/Aides seat on bus	H/O	_____	_____
3. Introduction to Office Staff	H/O	_____	_____
4. Demonstrate proper radio usage	H/O	_____	_____
5. Payroll procedures/Time sheet/Time clock	H/O	_____	_____
6. Evacuating a School Bus & FlipChart/Emergency guide	L	_____	_____
7. Loading/Unloading Special Needs ● Securing Safety Vest/Seat belts	H/O	_____	_____
8. Seating Charts - Elementary, Middle & High	H/O	_____	_____

## Material Used:

- Classroom
- CMCSS Bus Aide Training Manual
- School Bus with Lift
- Training Manual
- DVD's
- DVD Player
- Safety Vest
- Wheel Chair
- Projector and screen

**Note: All Trainees will be trained to assist on Clarksville-Montgomery County School System Buses in a safe and professional manner.**

**Verification of completed training:** \_\_\_\_\_

Driver Supervisor

**Verification of completed training:** \_\_\_\_\_

Trainer