



NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES

Section	Revised
Transportation – Roles and Responsibilities	August 17, 2017
RR – 007 Responsibilities of the Route Monitor	
General Statement	A Route Monitor (“Monitor”) may be assigned to a transportation route because of a particular student who requires assistance for either physical or behavioural reasons or because of a more general need for an additional adult presence on that route.
Statement of Responsibility	<p>Monitors shall:</p> <ol style="list-style-type: none"> 1. Assist the driver in maintaining order on the vehicle by following the established Code of Conduct; 2. Enforce seating assignments where they exist as directed and in cooperation with the principal driver. The school bus or the school purpose vehicle (SPV) is an extension of the classroom. 3. Remind students of the safety rules: stay seated, speak quietly, keep aisle clear, etc.; 4. Maintain a positive, calm attitude while on the job; 5. Assist the driver in the submission of Student Communication Reports for students as needed; 6. Assist students on and off the vehicle, as needed; 7. Wear a Safety Vest provided by the NPSSTS at all times; 8. Inform the NPSSTS of any issues that may escalate or that may affect the safety of transported students on the route to which they are assigned; 9. Advise the NPSSTS of all route delays and deviations; 10. Be aware of Accident/Emergency procedures to assist drivers in case of an emergency; 11. Remain apprised of the policies and guidelines of the NPSSTS and its member Boards. 12. Refrain from using a cell phone or other portable personal electronic device while on a school vehicle transporting students, including while picking up and dropping off students, except in an emergency.



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