# Bus Monitor Responsibilities

1. Check people onto the bus as soon as the lines start to form. Don't wait for the busses to arrive, they are often late. When the bus does arrive, label the bus by taping the sign on a window near the door. There is blue tape on this clipboard under these papers for this.

2. As each person is checked onto your bus, do the following:

Mark them as on the bus. Their name should be on your list, but if it is not, add them.

Before the bus leaves, get everyone’s attention, and ask them if they are all returning on the bus and make a note of this. (They should be, but some are getting a ride home with their parents or leaving early)

3. Ask the bus driver when the departure time is from Oaks Park. It is usually about 1:30, so we will start loading the busses about 1:15. Announce this time, and remind them to ride the same bus back from the park. The busses will remain, so you should be able to leave the signs on the busses.

4. Lead the people to our area. This year it is the large pavilion just inside the RR tracks (Area 1).

5. Before the busses leave Oaks Park, get everyone to be quiet, and take roll, checking people off of your list.

6. If someone is not on your bus and should be have someone text the missing kids, we will check other busses for them (Shouldn't happen) and then one bus will wait for them while we search if they are not present.

Remember our motto - Bring 'Em all Back!!!