

1. The teacher will help educate students as to their responsibilities on the bus.
2. The teacher will establish consistent procedures for loading and unloading students.
  - A. Have the students ready at dismissal time.
  - B. Load students at the designated time in an orderly manner.
  - C. Distribute classroom materials in the classroom before the students get on the bus to return home.
  - D. Notify the bus driver of any alternate stop directions received from parents/guardians. Note: Students riding special education buses and/or the kindergarten midday bus will not be delivered to alternate stops.
  - E. Alert the bus driver to any potential problems due to student health, behaviors, disabilities, etc.
3. Give the bus driver adequate notice concerning any changes in pick-up and drop-off locations.
4. Refrain from asking the bus driver to change the routing pattern, stops, and pick-up and dismissal times. The driver has no authority to change bus routes or scheduled stops.