



PROCEDURE M-3

SUBJECT: MONITORS and EA's ON THE BUS

Occasionally, there is a need for adult supervision (a Bus Monitor or EA) on the bus. The range of needs vary with each circumstance. The request may come from the School Bus Company, School, or the Learning Services/Special Education Team. Before a Bus Monitor or EA is added to a route, HPSTS obtains approval from a Superintendent.

If it is determined that a Bus Monitor is required due to the needs of the student, each Partner Board, through the School administration and in conjunction with the School Bus Company, makes arrangements to hire the appropriate person to act as the Bus Monitor for the student in need.

If it is determined that an EA is required due to the needs of the students, each Partner Board, through the School administration makes arrangements to assign the appropriate person to act as the EA for the student in need.