



October 2018

ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED TWENTY-SIX
BUS SUPERVISION

PURPOSE

The following memorandum outlines general principles for adults supervising students who are being transported on a bus to ensure the safety of students.

1. All adults, including teachers, coaches, advisors, aids, and chaperones, shall have the responsibility to supervise students and enforce safe and appropriate conduct on the bus.
2. In order to best supervise students who are being transported by bus, adults should position themselves strategically throughout the bus, including in the rear half, so they can observe the students at all times.
3. When and where possible, adults shall use discretion and refrain from sitting on the same bench as students, other than with their own children.
4. Adults have a responsibility to be vigilant in supervising the students under their care, correct inappropriate behavior, and report any misconduct to the administration.

/s/
Dr. Martin Bates
Superintendent