



ESC Region 11 Monitor Responsibilities/Agreement

Responsibilities

Each district, charter school, or private school that has a bus driver who is registered for a 20-hour School Bus Safety Education class must designate a monitor who is a member of the school bus transportation team or an administrator at the school. The monitor must be present for the entire course for which the driver is registered and must actively monitor his or her participant(s). The school must appoint a second monitor if more than 35 drivers from one school register for the same class. The monitor(s) will be responsible for:

- Completing a Monitor Agreement Form and return it to pdemoss@esc11.net (ESC Region 11) 48 hours prior to the start of class
- Verifying each participant's full attendance each day/session
- Identifying each participant with a valid photo I.D. prior to the start of the course final exit exam and assist the driver with the "Pink Sheet"
- Receiving Pink Sheets, roster, registration sheets, pre-test, final exam and answer sheets, and student handbooks from the ESC prior to the course
- Ensuring that participants register for the course; show up on time; stay awake; participate; do not grade papers, read a book, color, etc.; and (most of all) PAY ATTENTION
- Assisting with the Zoom session
- Administering and grading the pre-test
- Communicating with the ESC Region 11 transportation department
- Ensuring that each participant remains cell phone free during the entire class, except for breaks and lunch (when applicable)
- Serving as the proctor for the test; the monitor shall not leave testing participants unattended at any time during the examination
- Grading final exam/test
- Reviewing paperwork to ensure completion
- Turning in all paperwork to the ESC at the end of the class; paperwork may be scanned in color and emailed to schoolbus@esc11.net.

Agreement

I, _____, agree to serve as monitor. I will follow all of the above rules. Additionally, I will not leave any participant (driver) unattended at any time during the class or the exam. I will not take a picture of, keep a copy of, or reproduce any or all of the test, nor will I share test information with anyone at any time. I will not assist drivers with taking the test. I will ensure that participants do not use any devices with Internet capability while testing.

District Name: _____

Monitor Name: _____ Title: _____
(Please print)

Signature: _____ Date: _____

Email Address: _____ Cell Phone: _____

Transportation Director's Signature (if not monitor): _____

Printed Name: _____

ESC Region 11 Approval: _____ Date: _____

Please complete form and return to Peggy DeMoss at ESC Region 11: