Walking School Bus Route Leader Checklist

My Walking School Bus (WSB) days are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I need to be at WSB at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PM

I need to bring (see Supplies and Equipment List):

Forms needed:

* Code of Conduct
* Route Map
* Emergency Contact List
* Leader Comment Form
* Student List? YES NO

Daily Routine -- Morning

* Arrive promptly at designated WSB starting point
* Leave on time; set pace to arrive at stops and school
* Walk with students, checking them off the Student List at each stop (if needed)
* Record issues or comments on Leader Comment form
* Arrive at school; sign in/out at office, turn in Leader Comment Form and Student List from morning and previous afternoon

Daily Routine -- Afternoon

* Arrive promptly at school; take attendance using Student List (if needed)
* Leave on time; set pace to arrive at stops and WSB end point
* Walk with students, make sure they arrive at their stop on time
* Record issues or comments on Leader Comment form
* Arrive at WSB end point

Notes: