Walking School Bus Training Checklist

**Training Details:**

* **When:** What day/time will you conduct your training? Will you have multiple days to accommodate volunteers’ schedules?
* **Where**: Where will it be held? It is preferable to hold the training at the school where you can walk the route and become familiar with the building, grounds, and neighborhood.
* **Length:** The length of your training will depend on what you will cover, if you will walk the route as part of the training, and how many people will be attending. One hour may be enough for instruction with another hour to walk the route.
* **Who will conduct your training?** Review the resources and key training components and explore partners in your community that can help. Law enforcement and school administration are key partners who might take the lead on various training components.

**Key training components should include:**

* **Basic pedestrian safety information.** Review basic walking safety information and protocol: how to cross the street, what to do at intersections, what to wear, and safe walking behaviors. Review what kids and their parents need to know, including the **Code of Conduct and Student Safety Card.** Contact local law enforcement or transportation departments to see if they can help with traffic safety information!
* **Where WSB routes are located.** Review the final **Route Map**, stops, and timing. If possible, take your leaders to the WSB route and walk it so they are familiar and can ask questions about protocol.
* **Who will be in the WSB?** If parents must register their students for WSB, it will be easy to create a **Student List**, for leaders to use as checkoff or as reference for student names and who should/should not be in WSB. This can be turned in at the school office along with the **Leader Comment Form** and **Sign-in/Sign-out Sheet**.
* **What supplies will each leader need?** Review the **Equipment and Supplies list** and make sure leaders have all the items needed to conduct their WSB.
* **What is typical protocol and expected behavior?** Review a typical “day,” including expected leader and student behavior. What are the expectations, responsibilities, and procedures?Review the **Leader Sign-in/Sign-out sheet**, **Student List**, **Leader Checklist, and student safety and registration information.** Key leader protocol: use good judgement and be a good example! No personal cell phone usage, route deviations, inappropriate dress/language, or unapproved adult guests on WSB.
* **What to do in the event of an emergency.** This should address school and district protocol. Contact our school administration for this information and invite your principal to present to leaders.
* Review the **Leader Comment Form** which should be turned in with any comments, problems, or great stories to share on their WSB experience.
* **Walk your routes** to gain familiarity and the appropriate pace to get to school on time.