

Section <b>Security</b>	Number of pages <b>2</b>
Title <b>Monitors and Attendants</b>	Effective date <b>August 28, 2012</b>

<b>Statement</b>	CTSE may require a bus operator to hire a monitor or an attendant for a given run or route to assist the driver in the management of student behavior or to accompany a student with special needs.
<b>Definitions</b>	<p><b>Monitor:</b> A person employed by the bus operator, who assists the driver by monitoring the students and ensures that they behave properly in the school vehicle.</p> <p><b>Attendant:</b> A person who assists the driver by taking care of a student with special medical needs, who will have received training specifically for that student, if medical procedures are to be applied to the student during the run.</p>
<b>Procedures</b>	<p>To monitor a school vehicle:</p> <ol style="list-style-type: none"> <li>1. The school principal or the bus operator makes the request to the CTSE;</li> <li>2. The CTSE assesses behavioral problems in this vehicle with the bus operator and the school principal to find the best possible solution to ensure safe transportation for all persons in the school vehicle;</li> <li>3. The CTSE approves whether to add the monitor or not;</li> <li>4. When the decision is made that the addition of a monitor is the best possible solution, the CTSE informs the bus operator that it must provide a monitor for that vehicle;</li> <li>5. The bus operator hires a monitor and ensures that the person has obtained from the police authorities, a criminal background check certificate including the vulnerable sector, before starting service;</li> <li>6. The bus operator informs the CTSE via the portal, of the name of the person who will act as a monitor and downloads a copy of the criminal background check certificate. He also informs them of when the person will be able to start his or her service;</li> <li>7. The CTSE confirms to the school principal the name of the person hired, with the date of the start of the service;</li> </ol> <p>To accompany a student:</p> <ol style="list-style-type: none"> <li>1. The Student Services assesses the special needs of students and shows on the students list, under their responsibility, who require an attendant in a school vehicle;</li> <li>2. The CTSE organizes the student's transportation and registers the need for an attendant in the student's file;</li> </ol>

<b>Procedures (next)</b>	<ol style="list-style-type: none"><li>3. The CTSE informs the bus operator that it must provide a monitor for that student;</li><li>4. The bus operator hires an attendant and ensures that the person has obtained from the police authorities, a criminal background check certificate including the vulnerable sector, before starting service with the student;</li><li>5. The bus operator informs the chosen person of the student's special needs and that he or she will be required to participate in a student-specific training for the student that will be accompanied if necessary;</li><li>6. When necessary, the school board organizes training for the attendant so that the person can adequately meet the specific needs of the student that he or she will accompany;</li><li>7. The bus operator informs the CTSE via the portal, of the name of the person who will act as an attendant and will download a copy of the criminal background check certificate. He also informs them of when the person will be able to start his or her service;</li><li>8. The CTSE confirms to the school principal and the Student Services, the name of the person hired with the date of the start of the service.</li></ol>
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Review dates:  
June 19, 2012  
March 10, 2021