

West County Transportation Agency

Tips for Taking Control Instructional Outline

Taking control begins in the morning.

1) Alarm Clock – time management

2) Pre-Trip –

If you are getting late to work and rushing through your pre-trip then rushing on your route – then your not in the right frame of mind to handle your students. – This will effect your pupil management especially if it is every day.

3) Schedules

Leaving on time

Maintaining your schedule

Running early

Running Late (give examples)

Effects your relationship with your students

4) Student Loading (go over student loading procedures)

Approaching the stop

Students lined up – 10 feet back – give students a landmark to stand by or use chalk on the pavement to indicate where they should wait.

Does not approach bus until door opens

5) Loading students (greetings – example Rt 221, Forestville)

Good morning, Ready for school, other examples of greetings

Seating Arrangements: by age, groups,

In the back of bus? Depends on how many students.

Availability of seats? Students refusing to share?

6) The Ride to school

Expectations: What are your expectations of the group? Of each individual child?

Changing of seats? Allowed or not allowed? Why? What is the only reason you should allow changing of seats?

7) Unloading at the school

Approaching the unloading zone

Student's behavior

Getting up to early, walking down the aisle

Sitting in the back, wanting to get off first?

Disadvantages of seating in the back.

Evacuation Style Unloading

Every day.

First day at school

Introduce yourself, make it simple,

Explain that in the next few days you will be going over the rules & citation process. Wish them a nice day

How to handle the evacuation style unloading

Varying the evacuation style of unloading

When to start & why?

Walking down the aisle during unloading procedure at the school

Why?

How often?

Talking to your students?

When to begin and why?

How to train them to be quiet?

Why this pays off in the afternoon?

8) After unloading at the school

Last school

More than one school

Afternoon Route

9) Schedule

10) Loading at the school

Examples of problem loading areas

Bellevue – the way they load

Kawana

Willowside, Twin Hills,

Not have cooperation at the school

Safety of students come first

Driver may need to interfere with the loading process

11) Seating Arrangements

Older students in back

Seat them yourself if necessary

12) The Ride Home

What are your expectations? Are they the same as in the morning?

Changing of seats? Why allow it? Time, arguments

13) Stopping due to behavior problems

Best place to stop

How to handle the group

Talking to the group

Wrong things to say? Examples “I don’t care how long we have to wait, I get paid by the hour?” Why torture yourself, who in their right mind wants to sit with a load of students?

14) Unloading at bus stops

Large groups

Individuals

15) End of the day

Checking the bus for sleeping students

Cleaning your bus

Misc Items

1) Radio Use, AM-FM

2) Discipline without citations

Addressing students either by name or young lady or young man

3) Use of citations? When and why?

4) Rewards?

Stamps, certificates

Tattoos

Use of Radio? Candy?

5) Cleanliness of bus

Why and how it affects kids?

Students like riding in a clean bus,

6) Getting to know your students and names of individuals at each bus stop?

When to start and how to do it?

Example: Every morning have each child say their name as they get on and then you repeat back good morning, and then their name – eventually the children can stop saying their name and you will know every child on your bus by name. Drivers have been able to memorize as many as 90 names this way.

7) You need to listen to complaints or suggestions?

Does not mean you need to take action?

8) Be able to admit if you made a mistake

Can you say you are sorry to a student?

Does it bother you?

Why?

9) Consistency is the key?

10) When to ask for outside help.