

Chaperone Duties

1. Report to booster office upon arrival, pick up clipboard if assigned one and stand outside band doors – wait for busses.
2. When busses arrive, find your bus, board bus and pick or mark your seat. (If you don't, a student will sit in it). Try to position a chaperone in the back, middle and front of bus.
3. Clipboard- assigned chaperone stand outside bus doors and check 1st box for each student who boards the bus.
4. Once all students have boarded, clipboard chaperone count number of checks on sheet and other chaperone count number of students on bus. These 2 numbers should match. **if numbers don't match, call each student out by name and match up discrepancy.
5. Once numbers match, give total student and adult numbers to bus driver and let them know you are ready to go.
6. During transportation, be sure to just keep an eye and ear out for any problems. Mostly follow any rules given by the bus driver (this is not the time to catch up on sleep or read a book). **Report any major problems to a director, do not take matters into your own hands!**
7. When you arrive at destination, make sure loading crew and percussion get off bus first, then adults, then students. Once you are off bus, you are free to go and enjoy yourself. Please be sure you know what time you are to be back at bus and if you are clipboard chaperone, be back a little bit early.
8. Follow steps 3-5 but check the 2nd box for return home. If everyone has boarded and you are missing a student, please inform a director. Remember – loading crew gets on last.
9. When you arrive home, be sure that all trash is cleaned up and that the bus is tidy. Any leftover items from students can be taken into the director's office. Be sure to thank the bus driver.