



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

DUE: JUNE 9, 2006

**BUS SUPERVISION AIDE APPLICATION
HOME SCHOOL SITE**

Responsibilities:

- Arrive 30 minutes before bus departure time to provide supervision and take attendance for transported Summer School students.
- Provide supervision on the bus ride to the summer school site.
- Upon arrival at site, walk students in line to the school grounds.
- Report to assigned class (assignment made by summer school principal)
- Arrange with summer school principal release time for a 10-minute break and 30 minute lunch time (lunch is non-paid time).
- Take attendance of students before bus departure.
- Remain 30 minutes after bus arrival at the originating site.
- If students are not picked up within the assigned time or do not go to the summer playground or walk home; report the information to the summer school principal and remain with student until Summer School Principal arrives.

This form is to be completed and faxed to the Summer School Principal **and** to the Local District Intervention/Testing Coordinator.

Name: _____ Employee Number: _____

Address: _____

Home phone: _____ Cell number: _____

Classification: _____

Non-designated Summer School Site: _____

Teacher Assistant's Signature: _____

Home School Principal's Signature: _____