

2019-20 SPECIAL EDUCATION BUS MONITOR SPREADSHEET INSTRUCTIONS

1. Review IEPs to determine student eligibility for transportation and need for bus monitor.
2. Make sure F-12 has been faxed to Naomi Lewis at 619-725-7246, if new request or if a change has been made to previously submitted F12 form. If ECSE student, fax to Whittier B27 at 858-490-8548.
3. Check bus manifests on Transportation website for route information, or contact your Transportation scheduler for route number and approximate student pick up and drop off times.
4. Complete Bus Monitor Authorization Spreadsheet. Please print or type. Be sure to include required attachments. **An incomplete form will not be processed.** Fax completed Bus Monitor Authorization Spreadsheet to Nancy Guinn at 619-296-7522 or e-mail to nguinn@sandi.net.
5. “Add-on” bus monitor assignments are based on length of student’s bus route plus **10** minutes in the a.m. to cover required report time prior to bus arrival and **10** minutes in the p.m. for possible traffic delays. The 10 minutes in the p.m. will not be added if results in overtime. Any routes resulting in overtime hours must be reviewed and approved by the Special Ed office. The bus route hours and minutes are calculated as follows:
A.M. Route - Student pick up time to bell time, or employee start time if earlier than bell time;
P.M. Route - Bell time, or employee end time if later than bell time, to student drop off time;
E.O. Route – Early out bell time to student drop off time.
6. If the need exists for bus monitor to be picked up/dropped off at a location other than the student’s pick-up/drop-off location, please complete Bus Monitor Exception Form. Please make sure to justify the reason for the exception. Attach form to Bus Monitor Authorization Spreadsheet **and send copy to your Transportation Scheduler**. Transportation must confirm whether or not request can be accommodated.
7. Per item 4(c)(i) of Sideletter Agreement to para contract, written notification must be provided to employee five (5) work days prior to the start of their bus monitor assignment, which shall include the start date of the additional assignment, including daily start and end times. Per item 4(c)(ii) of this same Sideletter Agreement, written notification of the end date of the assignment shall be provided no less than five (5) work days prior to the end of the additional assignment. **Sites will now be responsible for providing these letters to their monitors as they are assigned.** We understand letters will be given prior to bus monitor approval, however, it is the only way to comply with contract timeline. A sample letter is attached.
8. Bus monitor approval will be e-mailed to principal with information needed to submit an Add Concurrent Job PAR. When creating an Add Concurrent Job PAR, make sure to enter last day of student instruction in “Temporary Assignment End Date” field. Enter Employee ID in the “Reason for Over Allocation” field if you receive a message stating you are over allocated. Please email the PAR number to Nancy Guinn.

9. A bus monitor information packet will be included with monitor approval. Information is to be distributed to assigned bus monitor(s). Each bus monitor is to sign acknowledgement form confirming they have received, read, and understand all information provided. Acknowledgement form is to be returned to Nancy Guinn.
10. If there is a change to an existing bus monitor assignment already approved, please submit a revised Bus Monitor Authorization Spreadsheet with explanation of the change.
11. If an “add-on” assignment ends prior to the end of school, **site is responsible for providing employee a written notification five (5) days prior to the end of bus monitor assignment.** Site submits a Termination PAR to end employee’s bus monitor assignment.
12. Use budget string 5433-65008-00-2262-22-17-01-0000 for bus monitor substitutes. When entering HCM code in Peoplesoft Timekeeping, please add following comment in the comment line: ***Bus Monitor sub @ (name of your school site)***. This entry will help us identify the school site on financial reports.

For questions regarding this process, please contact Nancy Guinn at 619-725-7606. Thank you.