



Regional Manager Checklist

Location: _____ Month: _____

Please date next to each task below when completed. If you cannot complete one of these tasks please note the reasoning why.

_____ Vehicle Cleanliness Check

Inside _____

Dashboard

Carpet

Stains on Interior

Trash Present (food, cups, bags, etc)

Outside _____

Washed

Cracks

Dents

Tires

_____ Lunch Visit

_____ Bus Loop

_____ Class Sit In/Hand out Referral Cards

_____ Chat with Safety Groups/Non-Profits (SADD, MADD, Etc.)

_____ All Star Safety Education Non-Profit

_____ Student Ambassador Recruiting

_____ Student Ambassador Management

_____ Chat with Community Education Department/Get in Brochure

_____ Schedule Announcements

☐ PA

☐ Video

Will run: _____

Outdoor School Marquee

Will run: _____

Seasonal

_____ Campaign

_____ Orientation

_____ Conferences

_____ Referral Cards

IPP Recruiting

_____ Flyers to Teacher Mailboxes

_____ Bring School Staff Coffee/Sponsor Staff Meeting

_____ Talk with Union Rep

_____ Bus Garage Visit (if no time, hit buses before students dismiss)

Flyers to

_____ Main Office

_____ Guidance Office

_____ Media Center

_____ Grade Offices (if applicable)

_____ Athletic Office

_____ Talk about Art of scheduling with school/ask for ideas

_____ Talk with On-Campus Police Officer

Will they visit our class? _____

Talk about Sponsorships

_____ Athletic Boosters

_____ Art Departments (Drama, Band, Choir)