

# **SOUTHERN OREGON CHILD & FAMILY COUNCIL, INC.**

## **TRANSPORTATION DEPARTMENT POLICIES AND PROCEDURES BUS DRIVER HANDBOOK**

**Effective**

**September 1, 2015**



# TRANSPORTATION POLICIES & PROCEDURES MANUAL

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## PART 1310--HEAD START TRANSPORTATION

### Subpart A--General

#### 1310.1 Purpose.

Under the authority of sections 640(i) and 645A(b)(9) of the Head Start Act (42 U.S.C. 9801 et seq.), this part prescribes regulations on safety features and the safe operation of vehicles used to transport children participating in Head Start and Early Head Start programs. Under the authority of sections 644(a) and (c) and 645A(b)(9) of the Head Start Act, this part also requires Head Start, Early Head Start, and delegate agencies to provide training in pedestrian safety and to make reasonable efforts to coordinate transportation resources to control costs and to improve the quality and the availability of transportation services.

#### 1310.2 Applicability.

(a) This rule applies to all Head Start and Early Head Start agencies, and their delegate agencies (hereafter, agency or agencies), including those that provide transportation services, with the exceptions provided in this section, regardless of whether such transportation is provided directly on agency owned or leased vehicles or through arrangement with a private or public transportation provider. Transportation services to children served under the home-based option for Head Start and Early Head Start services are excluded from the requirements of 45 CFR 1310.12, 1310.15(c), and 1310.16. Except when there is an applicable State or local requirement that sets a higher standard on a matter covered by this part, agencies must comply with requirements of this part.

(b) Sections 1310.12(a) and 1310.22(a) of this part are effective January 18, 2006. Sections 1310.11 and 1310.15(c) of this part are effective January 20, 2004.

Paragraph (c) of this section and Sec. 1310.12(b) of this part are effective February 20, 2001. All other provisions of this part are effective January 18, 2002.

(c) Effective February 20, 2001 an agency may request a waiver of specific requirements of this part, except for the requirements of this paragraph. Requests for waivers must be made in writing to the responsible Health and Human Services (HHS) official, as part of an agency's annual application for financial assistance or amendment thereto, based on good cause. "Good cause" for a waiver will exist when adherence to a requirement of this part would itself create a safety hazard in the circumstances faced by the agency. Under no circumstance will the cost of complying with one or more of the specific requirements of this part constitute good cause. The responsible HHS official is not authorized to waive any requirements of the Federal Motor Vehicle Safety Standards (FMVSS) made applicable to any class of vehicle under 49 CFR part 571. The responsible HHS official shall have the right to require such documentation as the official deems necessary in support of a request for a waiver. Approvals of waiver requests must be in writing, be signed by the responsible HHS official, and be based on good cause.

#### 1310.3 Definitions.

*Agency* as used in this regulation means a Head Start or Early Head Start or delegate agency unless otherwise designated.

*Agency Providing Transportation Services* means an agency providing transportation services, either directly or through another arrangement with a private or public transportation provider, to children enrolled in its Head Start or Early Head Start program.

*Allowable Alternate Vehicle* means a vehicle designed for carrying eleven or more people, including the driver, that meets all the Federal Motor Vehicle Safety Standards applicable to school buses, except 49 CFR 571.108 and 571.131.

*Bus monitor* means a person with specific responsibilities for assisting the driver in ensuring the safety of the children while they ride, board, or exit the vehicle and for assisting the driver during emergencies.

*Child Restraint System* means any device designed to restrain, seat, or position children who weigh 50 pounds or less which meets the requirements of Federal Motor Vehicle Safety Standard No. 213, Child Restraint Systems, 49 CFR 571.213.

*Commercial Driver's License (CDL)* means a license issued by a State or other jurisdiction, in accordance with the standards contained in 49 CFR part 383, to an individual which authorizes the individual to operate a class of commercial motor vehicles.

*Delegate Agency* means a local public or private not-profit or for-profit agency to which a Head Start or Early Head Start agency has delegated all or part of its responsibility for operation of a Head Start program.

*Early Head Start Agency* means a public or private non-profit or for-profit agency or delegate agency designated to operate an Early Head Start program pursuant to Section 645A of the Head Start Act.

*Early Head Start Program* means a program of services provided by an Early Head Start Agency funded under the Head Start Act.

*Federal Motor Vehicle Safety Standards (FMVSS)* means the National Highway and Traffic Safety Administration's standards for motor vehicles and motor vehicle equipment (49 CFR part 571) established under section 30111 of Title 49, United States Code.

*Fixed route* means the established routes to be traveled on a regular basis by vehicles that transport children to and from Head Start or Early Head Start program activities, and which include specifically designated stops where children board or exit the vehicle.

*Head Start Agency*, means a local public or private non-profit or for-profit agency designated to operate a Head Start program pursuant to Section 641 of the Head Start Act.

*Head Start Program* means a program of services provided by a Head Start agency or delegate agency and funded under the Head Start Act.

*National Driver Register* means the National Highway Traffic Safety Administration's automated system for assisting State driver license officials in obtaining information regarding the driving records of individuals who have been denied licenses for cause; had their licenses denied for cause, had their licenses canceled, revoked, or suspended for cause, or have been convicted of certain serious driving offenses.

*National Standards for School Buses and School Bus Operations* means the recommendations resulting from the Eleventh National Conference on School Transportation, May 1990, published by the National Safety Council, Chicago, Illinois.

*Reverse beeper* means a device which automatically sounds an intermittent alarm whenever the vehicle is engaged in reverse.

*School Bus* means a motor vehicle designed for carrying 11 or more persons (including the driver) and which complies with the Federal Motor Vehicle Safety Standards applicable to school buses.

*Seat Belt Cutter* means a special device that may be used in an emergency to rapidly cut through the seat belts used on vehicles in conjunction with child restraint systems.

*State* means any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments.

*Transportation Services* means the planned transporting of children to and from sites where an agency provides services funded under the Head Start Act. Transportation services can involve the pick-up and discharge of children at regularly scheduled times and pre-arranged sites, including trips between children's homes and program settings. The term includes services provided directly by the Head Start and Early Head Start grantee or delegate agency and services which such agencies arrange to be provided by another organization or an individual. Incidental trips, such as transporting a sick child home before the end of the day, or such as might be required to transport small groups of children to and from necessary services, are not included under the term.

*Trip routing* means the determination of the fixed routes to be traveled on a regular basis for the purpose of transporting children to and from the Head Start or Early Head Start program or activities.

## **Subpart B—Transportation Requirements**

### **1310.10 General.**

(a) Each agency must assist as many families as possible who need transportation in order for their children to attend the program in obtaining that transportation.

(b) When an agency has decided not to provide transportation services, either for

all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities. The specific types of assistance being offered must be made clear to all prospective families in the program's recruitment announcements.

(c) Each agency providing transportation services is responsible for compliance with the applicable requirements of this Part. When an agency provides transportation through another organization or an individual, the agency must ensure the compliance of the transportation provider with the requirements of this part.

(d) Each agency providing transportation services, must ensure that each vehicle used in providing such services is equipped with:

(1) a communication system to call for assistance in case of an emergency;

(2) safety equipment for use in an emergency, including a charged fire extinguisher that is properly mounted near the driver's seat and a sign indicating its location;

(3) a first aid kit and a sign indicating the location of such equipment; and

(4) a seat belt cutter for use in an emergency evacuation and a sign indicating its location.

(e) Each agency providing transportation services must ensure that any auxiliary seating, such as temporary or folding jump seats, used in vehicles of any type providing such services are built into the vehicle by the manufacturer as part of its standard design, are maintained in proper working order, and are inspected as part of the annual inspection required under Sec. 1310.13(a) of this subpart.

(f) Each agency providing transportation services must ensure that all accidents involving vehicles that transport children receiving such services are reported in accordance with applicable State requirements.

(g) Each agency must ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian. This regulation applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle. Agencies must maintain lists of the persons, including alternates in case of emergency, and up-to-date child rosters must be maintained at all times to ensure that no child is left behind, either at the classroom or on the vehicle at the end of the route.

### **1310.11 Child Restraint Systems.**

Effective January 20, 2004, each agency providing transportation services must ensure that each vehicle used to transport children receiving such services is equipped for use of height- and weight-appropriate child safety restraint systems.

### **1310.12 Required use of School Buses or Allowable Alternate Vehicles.**

(a) Effective January 18, 2006, each agency providing transportation services must ensure that children enrolled in its program are transported in school buses or allowable alternate vehicles that are equipped for use of height- and weight-appropriate child restraint systems, and that have reverse beepers. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.

(b) Effective February 20, 2001, each Head Start and Early Head Start agency receiving permission from the responsible

HHS official to purchase a vehicle with grant funds for use in providing transportation services to children in its program or a delegate agency's program must ensure that the funds are used to purchase a vehicle that is either a school bus or an allowable alternate vehicle and is equipped

(1) for use of height- and weight-appropriate child restraint systems; and  
(2) with a reverse beeper.

(c) as provided in 45 CFR 1310.2(a), paragraph.

(b) of this section does not apply to vehicles purchased for use in transporting children served under the home-based option for Head Start and Early Head Start.

### **1310.13 Maintenance of vehicles.**

Each agency providing transportation services must ensure that vehicles used to provide such services are maintained in safe operating condition at all times. The organization operating the vehicle must establish and implement procedures for:

(a) a thorough safety inspection of each vehicle on at least an annual basis through an inspection program licensed or operated by the State;

(b) systematic preventive maintenance on such vehicles; and

(c) daily pre-trip inspection of the vehicles by the driver.

### **1310.14 Inspection of new vehicles at the time of delivery.**

Each agency providing transportation services must ensure that bid announcements for school buses and allowable alternate vehicles for use

in transporting children in its program include the correct specifications and a clear statement of the vehicle's intended use. Such agencies must ensure that there is a prescribed procedure for examining such vehicles at the time of delivery to ensure that they are equipped in accordance with the bid specifications and that the manufacturer's certification of compliance with the applicable FMVSS is included with the vehicle.

### 1310.15 Operation of vehicles.

Each agency providing transportation services, either directly or through an arrangement with another organization or an individual, to children enrolled in its program must ensure that:

(a) On a vehicle equipped for use of such devices, any child weighing 50 pounds or less is seated in a child restraint system appropriate to the height and weight of the child while the vehicle is in motion.

(b) Baggage and other items transported in the passenger compartment are properly stored and secured and the aisles remain clear and the doors and emergency exits remain unobstructed at all times.

(c) Effective January 20, 2004, there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary, such as when needed to accommodate the needs of children with disabilities. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.

(d) Except for bus monitors who are assisting children, all vehicle occupants must be seated and wearing height- and weight- appropriate safety restraints while the vehicle is in motion.

### 1310.16 Driver qualifications.

(a) Each agency providing transportation services must ensure that persons who

drive vehicles used to provide such services, at a minimum:

(1) in States where such licenses are granted, have a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle the driver will operating; and

(2) meet any physical, mental, and other requirements established under applicable law or regulations as necessary to perform job-related functions with any necessary reasonable accommodations.

(b) Each agency providing transportation services must ensure that there is an applicant review process for use in hiring drivers, that applicants for driver positions must be advised of the specific background checks required at the time application is made, and that there are criteria for the rejection of unacceptable applicants. The applicant review procedure must include, at minimum:

(1) all elements specified in 45 CFR 1304.52(b), with additional disclosure by the applicant of all moving traffic violations, regardless of penalty;

(2) a check of the applicant's driving record through the appropriate State agency, including a check of the applicant's record through the National Driver Register, if available in the State; and

(3) after a conditional offer of employment to the applicant and before the applicant begins work as a driver, a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations.

(c) As provided in 45 CFR 1310.2(a), this section does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.

### **1310.17 Driver and bus monitor training.**

(a) Each agency providing transportation services must ensure that persons employed to drive vehicles used in providing such services will have received the training required under paragraphs (b) and (c) of this section no later than 90 days after the effective date of this section as established by Sec. 1310.2 of this part.

The agency must ensure that drivers who are hired to drive vehicles used in providing transportation services after the close of the 90 day period must receive the training required under paragraphs (b) and (c) prior to transporting any child enrolled in the agency's program. The agency must further ensure that at least annually after receiving the training required under paragraphs (b) and (c), all drivers who drive vehicles used to provide such services receive the training required under paragraph (d) of this section.

(b) Drivers must receive a combination of classroom instruction and behind-the wheel instruction sufficient to enable each driver to:

(1) operate the vehicle in a safe and efficient manner;

(2) safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;

(3) administer basic first aid in case of injury;

(4) handle emergency situations, including vehicle evacuation procedures;

(5) operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;

(6) conduct routine maintenance and safety checks of the vehicle; and

(7) maintain accurate records as necessary.

(c) Drivers must also receive instruction on the topics listed in 45 CFR 1304.52(k)(1), (2) and (3)(i) and the provisions of the Head Start Program Performance Standards for Children with Disabilities (45 CFR 1308) relating to transportation services for children with disabilities.

(d) Drivers must receive refresher training courses including the topics listed in paragraphs (b) and (c) of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.

(e) Each agency providing transportation services must ensure that drivers who transport children receiving the services qualify under the applicable driver training requirements in its State.

(f) Each agency providing transportation services must ensure that:

(1) the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance; and

(2) before bus monitors assigned to vehicles used to provide such services begin their duties, they are trained on child boarding and exiting procedure, use of child restraint systems, any required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre- and post-trip vehicle check.

### **Subpart C—Special Requirements**

#### **1310.20 Trip routing.**

(a) Each agency providing transportation services must ensure that in planning fixed routes the safety of the children being transported is the primary consideration.

(b) The agency must also ensure that the following basic principles of trip routing are adhered to:

(1) The time a child is in transit to and from the Head Start or Early Head Start program must not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical.

(2) Vehicles must not be loaded beyond the maximum passenger capacity at any time.

(3) Vehicles must not be required to back up or make "U" turns, except when necessary for reasons of safety or because of physical barriers.

(4) Stops must be located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle.

(5) When possible, stops must be located to eliminate the need for children to cross the street or highway to board or leave the vehicle.

(6) If children must cross the street before boarding or after leaving the vehicle because curbside drop off or pick up is impossible, they must be escorted across the street by the bus monitor or another adult.

(7) Specific procedures must be established for use of alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks, or emergency road closing. In selecting among alternatives, transportation providers must choose routes that comply as much as possible with the requirements of this section.

### **1310.21 Safety education.**

(a) Each agency must provide training for parents and children in pedestrian safety. The training provided to children must be developmentally appropriate and an

integral part of program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must be provided within the first thirty days of the program year.

(b) Each agency providing transportation services, directly or through another organization or an individual, must ensure that children who receive such services are taught:

(1) safe riding practices;

(2) safety procedures for boarding and leaving the vehicle;

(3) safety procedures in crossing the street to and from the vehicle at stops;

(4) recognition of the danger zones around the vehicle; and

(5) emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.

(c) Each agency providing transportation services must provide training for parents that:

(1) emphasizes the importance of escorting their children to the vehicle stop and the importance of reinforcing the training provided to children regarding vehicle safety; and

(2) complements the training provided to their children so that safety practices can be reinforced both in Head Start and at home by the parent. (d) Each agency providing transportation services must ensure that at least two bus evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year.

(e) Each agency providing transportation services must develop activities to remind children of the safety procedures. These activities must be developmentally appropriate, individualized and be an integral part of the Head Start or Early Head Start program activities.

### **1310.22 Children with disabilities.**

(a) Effective January 18, 2006 each agency must ensure that there are school buses or allowable alternate vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. This requirement does not apply to the transportation of children receiving home-based services unless school buses or allowable alternate vehicles are used to transport the other children served under the home-based option by the grantee. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start or Early Head Start program.

(b) Each Head Start, Early Head Start and delegate agency must ensure compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the HHS regulations at 45 CFR part 84, implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and the Head Start Program Performance Standards on Services for Children with Disabilities (45 CFR part 1308) as they apply to transportation services.

(c) Each agency must specify any special transportation requirements for a child with a disability when preparing the child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP), and ensure that in all cases special transportation requirements in a child's IEP or IFSP are followed, including:

- (1) special pick-up and drop-off requirements;
- (2) special seating requirements;

(3) special equipment needs;

(4) any special assistance that may be required; and

(5) any special training for bus drivers and monitors.

### **1310.23 Coordinated transportation.**

(a) Each agency providing transportation services must make reasonable efforts to coordinate transportation resources with other human services agencies in its community in order to control costs and to improve the quality and the availability of transportation services.

(b) At a minimum, the agency must:

(1) identify the true costs of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the service;

(2) explore the option of participating in any coordinated public or private transportation systems existing in the community; and

(3) where no coordinated public or private non-profit transportation system exists in the community, make every effort to identify other human services agencies also providing transportation services and, where reasonable, to participate in the establishment of a local transportation coordinating council.

## TRANSPORTATION POLICY

### **POLICY/APPROACH:**

Southern Oregon Child & Family Council, Inc.'s goal is to provide safe and efficient transportation appropriate to the needs of young children. We adhere to all required Head Start Performance Standards that pertain to transportation and take the utmost care in making sure that the children are properly transported to and from school.

Transportation is provided to select centers and classes, based on program planning priorities. Parents who have transportation are expected to transport their children. Our program will seek reasonable assistance or referrals for families of children who need transportation in order for their child to attend the program. In addition, when a transportation need is identified for a child with a diagnosed disability, this is referred to the Disabilities/Mental Health Coordinator who will look for all possible resources.

When we are unable to provide transportation, we work individually to support families with transportation needs.

Policy Council Approved 8/19/2014  
Board Approved 8/21/2014

**Head Start Program Performance Standards:**

Federal Regulation:1310.104(g) – General Transportation Requirements

## WHO DO YOU CALL?

The **Transportation Department** is located at the Main Office. You can reach any member of the Transportation Department by mail, interagency mail, phone 541-734-5150, E-mail or fax 541-734-2279. We are here to support and assist you. The following is a brief outline of some of the responsibilities of each Transportation Department employee and where to reach them if you have any questions regarding these issues:

**Facilities & Transportation Director:** Judy Brown 541-734-5150 ext. 1001  
email: [judy.brown@socfc.org](mailto:judy.brown@socfc.org)

- Policies & Procedures
- Certification Updates
- Questions, complaints
- Report an Accident (when Transportation Supervisor is not available)
- Parent complaints about bus service (if not available, call Kathie or Valerie)
- Complaints about bus driver (if not available, call Kathie or Valerie)
- Reasonable Suspicion Drug Tests

**Transportation Supervisor:** Kathie Saunders 541-734-5150 ext. 1052 or 541-951-0964  
email: [kathie.saunders@socfc.org](mailto:kathie.saunders@socfc.org)

- Training of drivers
- Progress of new drivers
- Evaluations of all drivers
- Performance appraisal input
- Investigation of bus accidents
- Maintenance of all buses
- Annual Inspection of buses
- Bus Repairs
- Bus Routes
- Report an Accident (if not available, call Judy or Valerie)
- Questions, complaints

If you are not able to reach Judy or Kathie - call Valerie

**Operations Director:** Valerie Blade 541-734-5150 ext. 1041 or 541-951-1210  
email: [valerie.blade@socfc.org](mailto:valerie.blade@socfc.org)

## RANDOM DRUG SCREENING PROCEDURES

Southern Oregon Child & Family Council, Inc. Oregon Department of Education Drug Standard Agency Policy
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### PROCEDURES:

Asante will send the names of the drivers that have been selected for a random drug test to the Employee Health & Benefits Manager.

The Employee Health & Benefits Manager will schedule the drug tests.

The results of the drug tests are sent to the Employee Health & Benefits Manager by Asante.

All negative reports are to be filed in the appropriate transportation folder.

All positive reports are forwarded to the Employee Health & Benefits Manager who processes the results per agency procedures, but keeps the Facilities & Transportation Director advised of the driving status of the staff member.

The Facilities & Transportation Director advises the Operations Director, the Area/Center Manager/EHS Supervisor/LISTO Director and the Transportation Supervisor of the non-driving status of any driver.

## BUS DRIVER TRAINING PROCEDURE

Southern Oregon Child & Family Council, Inc.  
Federal Regulation 1310.17  
Agency Procedure

1. The Facilities & Transportation Director will meet with the new bus driver during New Hire Orientation to review the training expectations for their position.
2. The new drivers will be given the following materials:
  - Oregon Commercial Motor Vehicle book to study to obtain their permit
  - Driver's Handbook
  - Yellow Medical Certificate Card, if available
  - Letter of Welcome from the Transportation Department which will be read, reviewed and signed by the new driver, and includes the following key information:
    - 2 weeks (30 days EHS) to obtain the permit. If the permit has not been obtained the driver's placement could be affected.
    - 90 days to complete all required trainings and obtain the CDL unless an extension is granted
    - Provide a copy of the permit, test scores and all receipts to the Transportation Supervisor and the Facilities & Transportation Director
3. The Operations Administrative Assistant will create a permanent file folder for the driver and will also create a training folder which will be forwarded to the Transportation Supervisor. The training folder will have the following information on the label: Name/Date of Hire/Center Assignment. It will also include a copy of the yellow School Bus Driver Application form.
4. The following training and other requirements need to be completed within 90 days of the date of hire.
  - CORE - 8 hrs. – four units.
  - First Aid/CPR – 4-6 hrs.
  - Behind the Wheel - 15 hrs./minimum
  - Successful CDL Test and Endorsements
  - School Bus Certificate from Department of Education.
5. The Operations Administrative Assistant will place the new driver in the tracking system for follow-up as follows:
  - 2 weeks/30 days from date of Driver Welcome Letter – obtained permit.
  - Begin Behind the Wheel training as scheduling allows.
  - 90 days from date of Driver Welcome Letter – complete requirements for CDL and bus certificate – unless an extension has been granted.

6. Upon completion of the driver training, the Transportation Supervisor will send the following information to the Oregon Department of Education. If an emergency exists, the Transportation Supervisor may send in a Temporary Driver request to allow the driver to transport children while waiting for the School Bus Driver Certificate to arrive from the Oregon Department of Education.
  - School Bus Driver Application form (yellow medical exam form)
  - CDL Road Test score sheet
  
7. Annual training will be provided for all drivers and will be scheduled on the Agency Calendar. It will be the responsibility of each driver to attend the trainings and complete the required hours. Each driver must have a minimum of 8 hours of training each year to maintain their School Bus Driver's Certificate. If a driver does not attend agency provided training, it will be the driver's responsibility get the continuing education hours elsewhere. This requirement will be made part of their annual evaluation process. Failure to maintain a current Oregon School Bus Driving Certificate may result in termination.
  - Training Requirement Schedule:
    - First Year: CORE, Behind the Wheel, First Aid/CPR
    - Second Year: 8 hours combination trainings
    - Third Year: 8 hours combination trainings
    - Fourth Year: 8 hours combination trainings, 4 hrs CORE Refresher
  
  - The Human Resource Department will maintain a schedule of all trainings completed by each driver and will forward a copy to the Transportation Supervisor.
  
  - The Operations Department will track the following for every driver:
    - CORE Refresher class – every 4 years
    - Medical Certificate renewal – every 1-2 years as required
    - CPR – every 2 years
    - First Aid – every 2 years

## DRIVER STATUS REQUIREMENTS

Southern Oregon Child & Family Council, Inc.  
Federal Regulation: 1310.16; 1310.17(b)(3)  
Agency Procedure

It is the responsibility of each bus driver to:

1. Make a full disclosure of all moving traffic violations. If there is a conviction for any driving infraction, or criminal offenses, or an accident in a non Head Start vehicle, it is to be reported to the Transportation Supervisor within 15 days.
2. Report all citations in Head Start buses to the Transportation Supervisor and/or the Facilities & Transportation Director within 24 hours. Failure to do so may result in discipline up to and including suspension and/or termination. All citations will be paid by the driver.
3. Hold a current, up-to-date CDL at all times.
4. Hold a current, up-to-date Oregon School Bus Driver's Certificate at all times.
5. Hold a current, up-to-date First Aid/CPR certification and have the ability to administer basic first aid in case of an emergency.
6. Carry CDL, School Bus Drivers Certificate, CPR card and Medical Examiner's Certificate at all times when driving a bus for the agency.
7. Attend adequate (as determined by the agency) training sessions provided by the agency to maintain the Oregon School Bus Driver's Certificate and meet agency requirements.
8. Demonstrate ability to perform all physical and mental requirements per ODE regulation OAR 581-053-006 and Head Start.
9. Spend a minimum of two hours each month on Bus Driver duties to maintain skills. These duties may include pre-trip inspection, bus loading/unloading, practice route driving, wash or fuel bus, etc. (*Oregon Department of Education Pupil Transportation recommendation*)
10. Pass an annual behind-the-wheel driver evaluation.
11. Always be ready and able to drive a School Bus. Drivers should be well rested and are prohibited from being under the influence of any "controlled substance" or any other substance, which can make the driver unsafe. This includes prescription and/or over-the-counter medications that could make the driver drowsy or otherwise affect safe driving ability. It is the driver's responsibility to report to their supervisor that they are currently taking a medication that may affect their ability to drive. These employees will be referred to the Employee Health & Benefits Manager. If employees are prescribed medication by their Health Care Provider that may affect their ability to drive, they must obtain a Head Start return to work release completed by their Health Care Provider prior to driving.

# BUS DRIVER EVALUATION PROCEDURE

Southern Oregon Child & Family Council, Inc. Federal Regulation: 1310.17(f)(1) Agency Procedure
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## Annual Evaluation Procedure for Drivers:

1. The Transportation Supervisor will schedule a behind-the-wheel evaluation and review of the driver's record annually for the following:
  - No at-fault accidents for program year & proper reporting of all accidents
  - Maintenance of all required licenses and certifications
  - Completion of required paperwork and submission weekly to Transportation
  - Adequate trainings on file
  - Completion of at least two hours of Bus Driver duties for each month worked.
  - Compliance with procedures in Transportation Policies & Procedures Manual.
  - Proper cleaning and maintenance of the bus.
2. If the evaluation is satisfactory, it will be forwarded to the Facilities & Transportation Director. The Operations Administrative Assistant will file a copy in the driver's permanent file.
3. A copy of the evaluation will be sent to the Bus Driver, and Area/Center Manager.
4. If the evaluation is unsatisfactory, the Transportation Supervisor will notify the Facilities & Transportation Director and Area/Center Manager. A plan of action will be developed to enable the driver to correct the deficiencies. The plan will include the following:
  - Time frame for receiving training.
  - Time frame for driver completing a new behind-the-wheel evaluation.
  - Remedial training will be documented and signed with a copy kept in the driver file.
  - If the new evaluation is satisfactory it will be forwarded to the Facilities & Transportation Director and will be processed as described above.
5. If a driver receives a FAIL rating on their Annual Evaluation they will not be able to drive until they have completed required re-training and re-evaluation and have been cleared to drive by a member of the Transportation Department.

Some actions that would result in failure on the driver evaluation include, but are not limited to:

- Failure to obey any traffic rules and use a seatbelt
- Failure to stop for required railroad crossings
- Failure to conduct a methodical pre-trip inspection including the prescribed brake test
- Incomplete Pre-trip forms and failure to follow the bus loading/unloading procedure
- Failure to properly operate the school bus safety light system

Non-routine Evaluations: A driver may be evaluated as described above at the discretion of the Transportation Supervisor, the Area/Center Manager, the LISTO Director, the Facilities & Transportation Director and/or the Operations Director.

## BUS DRIVER PAPERWORK

Southern Oregon Child & Family Council, Inc. Agency Procedure
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- Bus routes need to be completed and turned into the Transportation Department at the beginning of the year prior to first bus run with children.
  - Any changes to routes need to be updated prior to the next bus run.
- Pre-/Post Trip forms need to be sent in weekly on the Monday following completion of the form.
  - The last driver of the day at the end of the week is responsible for turning in the Pre-/Post Trip form.
  - All Pre-/Post Trip forms need to be complete and accurate.
- Driver hours need to be submitted monthly.
- Other paperwork will be checked during annual driver evaluations and at the end-of-year checkout. This paperwork includes:
  - Documentation of parent bus safety training.
  - Documentation of child bus evacuations.
  - Up-to-date field trip forms.

# ACCIDENT REPORTING PROCEDURES FOR BUS DRIVERS

Southern Oregon Child & Family Council, Inc.  
Federal Regulation: 1310.10(f)  
Agency Procedure

Definition of an Accident: Any time the bus comes into contact with another object and damage occurs. If the bus comes into contact with another object, damage must be assessed immediately or as soon as it is safe to do so. Incidental contact with objects which causes no significant damage or only minor surface scratches to the bus must be reported to the Transportation Supervisor and Area/Center Manager once the bus run is complete.

1. DO NOT LEAVE THE CHILDREN UNATTENDED.
2. DO NOT ADMIT LIABILITY!
3. DO NOT LEAVE THE SCENE OF THE ACCIDENT.
4. Radio the Main Office to report the accident.
  - Report any known injuries
  - Report whether a replacement bus is necessary
  - The Main Office Receptionist (Base) will call the Police and Ambulance if necessary
5. If there are injuries, refer to the Emergency Procedures booklet in the First Aid Kit or Bus Packet
6. If a replacement bus is needed, the Transportation Supervisor will provide a bus to complete the route.
7. Obtain the following information using the Accident Report form in the Bus Packet:
  - Name and Phone Number of other driver/s
  - Drivers License Number of other driver/s
  - Insurance Information from other driver/s
  - License Plate Number/s of other vehicle/s
  - Name and Phone Number of any witnesses
8. Wait until you receive the “all clear” message from the Transportation Supervisor, Facilities & Transportation Director or Operations Director BEFORE you leave the scene.
9. The Bus Driver will be escorted to Occupational Health for a drug/alcohol screening
10. The bus driver is to complete all the required traffic accident forms. The Transportation Supervisor will assist the driver in the completion of the reports.

11. If another vehicle is not involved and there is no major damage to the bus, the driver may be instructed to continue with their route and to contact the Transportation Supervisor again once they have returned to the center.
12. After any vehicle accident the driver may be required to complete a period of retraining prior to being released to drive their regular bus route.

# ACCIDENT PROCEDURES FOR TRANSPORTATION INVESTIGATOR

Southern Oregon Child & Family Council, Inc.  
Federal Regulation: 1310.10(f)  
Agency Procedures

BE SURE TO TAKE A CAMERA TO THE SCENE.

At the scene: calm down the driver, if necessary.

1. Take pictures of the accident, passengers and any personal injuries.
2. Ensure that all information has been exchanged.
3. Escort the driver to Occupational Health for a drug test.
4. Within 24 hours, but as soon as possible, inform the Facilities & Transportation Director of the accident. The Transportation Department will:
  - Report the accident to the insurance carrier.
  - Make arrangements for any repairs.
5. Within 72 hours, complete a DMV report #735-32 for any accident involving:
  - \$1500 or more in damage to any vehicle or personal property
  - Any injury or death

This report must be filed with DMV even if the police department filed a report at the scene. A copy will be sent to the agency insurance carrier and a copy will be kept in the accident file in the Transportation Department.

6. Within 72 hours submit a Department of Education accident report form #2250 if the accident resulted in any injury requiring medical or dental treatment, and/or combined vehicle and property damage in excess of \$500.00. A copy of this report will be kept in the accident file in the Transportation Department.

# ACCIDENT/INCIDENT PROCEDURES FOR THE HOME BASE OPERATORS

Southern Oregon Child & Family Council, Inc.  
Federal Regulation: 1310.10(f)  
Agency Procedure

1. When the radio call is received by the Home Base Operator, calm the driver if necessary and then the following information should be obtained:
  - Determine if there are any injuries
  - Determine if an ambulance and/or police needs to be called
  - Determine the location - cross streets or address
  - Determine if they will be staying on the bus
2. The Home Base Operator will call the police and report the accident.
3. The Home Base Operator will call the Transportation Supervisor, the Facilities & Transportation Director or the Operations Director to report the accident.
4. The Home Base Operator will call the Center and report the accident.
5. The Home Base Operator will maintain contact with the bus driver until help arrives.
6. The Home Base Operator will remind the driver of information that needs to be obtained.
  - Name and Phone Number of other driver/s
  - Driver License Number of other driver/s
  - Insurance Information from other driver/s
  - License Plate Number/s of other vehicle/s
  - Name and Phone Number of any witnesses
7. In the event of an accident, answering the Bus Radio and following the procedure outlined above takes precedence over any other phone calls or front desk duties.

## BUS REPAIR/MAINTENANCE PROCEDURE

Southern Oregon Child & Family Council, Inc.  
Federal Regulation: 1310.13  
Agency Procedure

1. When a bus malfunctions or does not operate in a sound mechanical manner, the Bus Driver will call or email the Transportation Supervisor to report the situation.
2. If the Bus Driver is instructed by the Transportation Supervisor or the Facilities & Transportation Director to take the bus in for service, the driver must fill out the Bus Maintenance Report and leave the report with the bus on the driver seat in clear view.
3. The Transportation Supervisor will follow up by emailing the repair order to the appropriate Service Provider.
4. When the Bus Driver picks up the bus, they must do the following:
  - Confirm that repairs noted on the Bus Maintenance Report have been completed.
  - Send the Bus Maintenance Report to the Transportation Supervisor within 24 hrs.
5. If repairs were not completed call or email the Transportation Supervisor to resolve any needed repairs.
6. Completed repairs will be noted on the Maintenance Tracking Sheet by the Transportation Supervisor.

## BUS BREAKDOWN PROCEDURES

Southern Oregon Child & Family Council, Inc.  
Federal Regulation: 1310.17(b)(4)  
Agency Procedure

1. Do not leave the children unattended.
2. Radio the Home Base Operator immediately to report the location and type of breakdown.
3. The Home Base Operator will get the following information from the driver:
  - Bus Number
  - Driver Name
  - Location of disabled bus
  - Type of breakdown, i.e. flat tire, bus won't start, etc.
  - Whether or not a relief bus is needed.
4. The Home Base Operator will contact the Transportation Supervisor, the Facilities & Transportation Director or the Operations Director and a determination will be made whether to call for assistance. The Center will be called and informed of the situation.
5. Remain on the bus with the children until you receive further instructions from the Transportation Supervisor, Facilities & Transportation Director or the Operations Director.
6. If the bus cannot be moved to a safe location, set up the emergency triangles.
7. If it is not safe to remain on the bus: Initiate evacuation procedures
8. If the bus radio is not working:
  - Utilize a cell phone if one is available.
  - Ask three (3) separate "good Samaritans" to call the Main Office. There are cards in the bus packet for this purpose.
9. If a replacement bus is needed, the Transportation Supervisor will bring the replacement bus to the driver.
  - The driver will complete the bus route with the replacement bus.
  - The Transportation Supervisor will remain with the broken down bus until a mechanic arrives.

## GENERAL BUS MAINTENANCE RESPONSIBILITIES

Southern Oregon Child & Family Council, Inc. Federal Regulation: 1310.10(d); 1310.13; 1310.15; 1310.17(b)(6) Agency Procedure
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### DAILY MAINTENANCE:

1. The Bus Driver is responsible for keeping the bus clean and free from debris. The steps and floor need to be swept and all debris disposed of on a daily basis. If there is a potential exposure (i.e. head lice, ringworm, body fluids, pink eye, etc.) to a contagious condition, the area of exposure needs to be disinfected immediately after the bus run.
2. The windshield and windows must be checked on a daily basis to ensure they are clean and provide maximum visibility.

### WEEKLY MAINTENANCE:

1. Buses need to be cleaned inside on a weekly basis (windows washed, floors swept and mopped).
2. Child restraints need to be checked to be sure they are attached to the seat securely.

### MONTHLY MAINTENANCE:

1. The bus exterior must be washed as often as needed or at a minimum, once a month. This is to be recorded on the back of the Pre-Trip Sheet. This can be done at the center or at a coin operated car wash. There is a limit of \$10.00 per month. The center petty cash account can be accessed for this procedure – note on the receipt that it is to be charged to vehicle maintenance #6005.
2. Remove the fire extinguisher from the bracket and shake it once a month and return it securely to the bracket, sign off in the appropriate place, and confirm the signage is visible and easy to read.

### YEARLY MAINTENANCE

1. Thorough interior and exterior washing including windows and floors.
2. Remove or loosen all child safety restraints to clean bus seats underneath them.
3. Child restraints, seats and pads wiped down with sanitizer.

## ROUTINE BUS MAINTENANCE

Southern Oregon Child & Family Council, Inc.  
Federal Regulation: 1310.13  
Agency Procedure

1. All buses are contracted to be routinely serviced by First Student or DSU Peterbilt.
2. If there is a problem with the date the bus has been scheduled for routine maintenance, the Area/Center Manager is to contact the Transportation Supervisor to reschedule the appointment.
3. All buses will be serviced during Winter and Summer Break and additionally as needed.
4. The Transportation Supervisor will coordinate the schedule and will make the Area/Center Manager aware of the schedule.
5. A thorough safety inspection will be conducted annually on each bus.

## CHILD SAFETY RESTRAINT SYSTEMS

Southern Oregon Child & Family Council, Inc.  
 Federal Regulation: 1310.11; 1315.15  
 Oregon Vehicle Code  
 Agency Procedure

811.210 Failure to use safety belts (Oregon Vehicle Code, 2001-2002, pg 217)

811.210(2)(a) *A person who is under six years of age and weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055 for child safety systems designed for children weighing 40 pounds or less;*

811.210(2)(b) *A person who is at least four years of age and under six years of age or weighs between 40 and 60 pounds must be properly secured with a child safety system that elevates the person so that a safety belt or safety harness properly fits the person. Proper fit means the lap belt of the safety belt or safety harness is positioned across the hips and the shoulder belt is positioned over the collarbone and away from the neck. The child safety system shall meet the minimum standards and specifications established by the Department of Transportation under ORS 815.055 for child safety systems designed for children weighing between 40 and 60 pounds.*

*Oregon’s Child Passenger Safety Law Changes Effective July 1, 2007  
 Amending ORS 811.210 and 811.215*

- *Infants must ride rear-facing until they reach both one year of age and 20 pounds.*
- *Children who weigh over 40 pounds must be properly secured in a booster seat until they are 8 years old OR 4’9” in height.*
- *Children who are age 8 or older or are taller than 4’9” must ride properly secured with the vehicle safety belt.*

SAFETY RESTRAINT HARNESSSES (Star Seats) are to be used at all times unless the child is less than 25 pounds, over 80 pounds or taller than 4’9”. Any exceptions must first be approved by a member of the Transportation Department. If a child is over 65 pounds (Star Seats), contact a member of the Transportation Department for a large Qvest.

CAR SEATS are to be used for children under 25 pounds or children who have been approved by the Transportation Department to be placed in a car seat.

Best Practice for Safety Seats	Childs age	Child’s Weight
Rear Facing Infant Seat (back seat)	Up to 2 years old	Less than upper limit of safety seat
Forward Facing Child Safety Seat	From 2 years old	Less than upper limit of safety seat
Booster Seat with vehicle lap and shoulder belt	When child outgrows child safety seat	40 – 80 lbs. depending on upper limit of prior child safety seat
Lap Shoulder Belt	Over 8 years old	Over 80 lbs. or 4’9”

SEAT BELTS are to be used by all adult passengers on the bus when they are available.

# ARRIVAL AND DEPARTURE PROCEDURE

Southern Oregon Child & Family Council, Inc.  
Head Start Program Performance Standards:  
Federal Regulation: 1310.10 (g) – General Transportation Requirements  
Federal Regulation: 1310.10 (g) – Child Release

## GENERAL PLAN/APPROACH:

All necessary precautions are taken to ensure that children arrive safely to their classroom before class and are released from the classroom or bus only to an authorized parent/guardian after class. For this reason, we will only release a child to his/her parent or legal guardian, or to an adult or responsible person (13 years of age or older) authorized in writing by the parents or legal guardian to receive the child on the Emergency Information Form. Up to date copies of the Emergency Information Form are kept on the bus to ensure staff knows who is eligible to pick up each child at her/her designated bus stop. All staff must follow the arrival and departure procedure to ensure safe arrival and proper release of children in our care.

## PROCEDURES:

### **Bus Pick-up**

Upon pick-up, the person bringing the child to the bus shall:

- Sign next to their child's name on the Bus Passenger Sign-in Sheet – (the driver will note the pick-up time).
- Wait until the health check is complete (per center procedure) and the child is buckled.
- Say good-bye to the child prior to departure.

### **Arrival at Center by bus**

A staff member will be assigned to sign-in children who have been transported by bus on the Center sign-in sheet for each class. When signing the children into class, the staff member will visually confirm that every bus child has arrived in class by referencing the Bus Passenger Sign-in sheet. Adjustments will be made on the white board in the classroom to accurately reflect the number of children in attendance.

### **Arrival at Center with parent or guardian**

Upon arrival, the person bringing the child to the center shall:

- Sign the child into the center and note arrival time.
- Participate in child's daily health check and hand washing.
- *EHS: Change the child's diapers according to the posted diapering procedure.*
- Remain with the child until the child is accepted by staff.
- Say good-bye to the child prior to departure.

## Child Release

### Departure from the Center by bus

Before leaving the classroom the staff taking the children to the bus will determine which children will be riding the bus, sign them out on the center sign in sheet and confirm the total number of children riding the bus.

### Departure from the center with parent or guardian

The parent/guardian picking up the child shall:

- Check their child's cubby for clothes/papers that need to go home.
- Sign the child out.
- Head Start parents who volunteered for the day complete volunteer sign in sheet.
- Discuss with staff member about how the child's day went before leaving.
- *EHS: Review child's Daily Care Record. Copies will be provided at parent or guardian's request.*

If a person other than the parent/guardian picks up the child, information cannot be shared concerning the child's day unless the parent/guardian has given written permission on the "Southern Oregon Head Start Emergency Information" form. *Refer to Confidentiality Guidelines for Sharing Information.*

**Head Start and Early Head Start staff shall verify the identification of any person, other than the parent or legal guardian who picks up the child.** The center staff/bus driver shall release a child only to a parent, legal guardian, or another person named and identified in writing on the Emergency Information Form by the parent or legal guardian.

# TRANSPORTATION SAFETY MANAGEMENT POLICY

Southern Oregon Child & Family Council, Inc. Federal Regulation: 1310.10(g) Agency Procedure
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In order to assure safe and efficient transportation services, the following rules are established for children to ride the bus. Cooperation between bus drivers and parents is essential. Bus privileges may be revoked or a written behavior plan will be implemented as needed if the bus rules are not obeyed.

## HEAD START BUS PROCEDURES

1. Child must be escorted to the bus by parent or a responsible person 13 years or older. Request that their escort hold the child's hand until the bus comes to a complete stop.
2. When picking children up, the driver may do a quick health check before the child can be seated on the bus. Children will have a more thorough health check at the center, after which they may need to be returned home.
3. Child must be met at the bus by a parent or responsible person 13 years or older on return home or child will be returned to the Center. Parent must be waiting for the bus. The driver will give the parent/guardian an approximate time when the bus will arrive. Allow a window of 10 minutes before and after estimated time of bus arrival, and be available during that entire time. The drivers are not allowed to honk, call or use backup beepers to notify a parent or guardian.
4. The bus can only wait one (1) minute for the parent or guardian to appear and begin walking to the bus when picking up or returning children at/to their home. After a one minute wait upon returning a child the following steps will be taken:
  - Driver will radio the Home Base Operator to call the center to let staff know of possible return of child. EHS will follow center procedure for notifying parents.
  - Child will be returned to school and center emergency child care procedures will be implemented. *Refer to Center Procedures.*
5. The parent or responsible person taking the child from the bus must be authorized in writing to do so. The driver will check to see if the authorization is on file on the child's information sheet. To ensure the child's safety, the authorized person other than the parent and/or guardian must present the driver with a picture ID before the child is released. Person's without a picture ID can get an ID tag made at their center.
6. Children must remain seated and securely buckled into their harnesses at all times.
7. No food, drinks, toys, or animals, are allowed on the bus. Toys from home must be in back packs or in the bus box. Soft toys or blankets may be used by EHS children to aid in transition.

8. If medications need to be transported on the bus the Medication Administration Procedure must have been completed at the center first. Drivers are not allowed to accept any medications from parents/guardians for children riding the bus unless they have received prior approval from the Health Manager.
9. Medical information and information regarding any person besides the legal guardian who may take the child from the bus must be kept up-to-date so that current information is on the bus, including current address, phone number, and doctor. Parents are responsible for keeping all information at the center up-to-date. Drivers are responsible for updating the information for children riding the bus
10. The bus driver cannot leave the bus at any time when children are on the bus unless there is an emergency situation
11. Every effort is made to plan Bus Routes to provide only curbside pickup and drop off from/to the right side of the road and preferably at an area off the main traveled roadway. An on-road stop should only occur after all alternatives have been explored or in an event where an obstruction is in the normal off-road stopping area. On-road stops where children must cross the road are strongly discouraged and if a stop of this type is the only available alternative a written explanation must be submitted to the Transportation Supervisor for prior approval and cautionary notes must be on the route narrative.
12. If prior approval has been received from the Area/Center Manager and it is noted on the route narrative, the Bus Monitor may pick up and drop off a child to their door.
13. Drivers are only allowed to take children to their designated stops. No Exceptions.
14. Buses will not operate in apartment complexes without a separate entrance and exit or use potentially hazardous driveways (those requiring the bus to back into the street). Parents will need to bring their child out to the bus on the street.
15. The parent or responsible person is to call the center if the child will not be attending class. Parents and/or guardians need to contact the center no later than 1½ hours prior to class time if bus service is not needed. Centers have an answering machine for messages. Example: if class starts at 12:30pm the parent and/or guardian will need to leave a message for the driver no later than 11:00 am.
  - If a child “no shows” at a stop, the driver will report this to the child’s teacher and family advocate when they return to the center. After the 4<sup>th</sup> consecutive “no show” without a reason, bus service will be discontinued until the parent requests that service be reinstated.
  - If a child has been sick the Center needs to be called to reinstate service.

## STUDENT MANAGEMENT ON THE BUS

1. Positive Behavior Support should be a part of student management on the bus, just as it is in the classroom.
2. At times there may be a safety concern with a child on the bus. When there are safety concerns:
  - The bus driver/monitor will talk with the child as appropriate.
  - The bus driver will discuss the child's behavior with the child's teacher at the end of the route.
    - At this time they will share ideas and plan steps to take so that the child can be successful on the bus.
  - The child's teacher and/or Family advocate may also connect with the parent, to get ideas on to how the child might be successful on the bus.
    - This could be that the child will carry a favorite stuffed animal or a favorite book.
3. Child Guidance Procedures found in the Education Policies and Procedures will be referenced and followed for any written plans.

## BUS PRE-TRIP & POST-TRIP PROCEDURES

Southern Oregon Child & Family Council, Inc., Federal Regulation: 1310.10(d)(2)(3)(4) 1310.13 (c) <i>Emergency equipment</i> Agency Procedure
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### PRE-TRIP

1. A Full Pre-Trip must be completed and documented on the Bus Pre-Trip/Post-Trip form prior to taking the bus on the first run of the day. Allow 30 minutes for this procedure.
2. A Modified Pre-Trip (PM) must be completed and documented on the Bus Pre-Trip/Post-Trip form by the PM driver before the take home run.
3. A modified Pre-Trip must be performed after bus has been sitting for one hour.
4. A Modified Pre-Trip is completed before field trips unless it is the first run when a Full Pre-Trip would be required. A modified Pre-Trip will be done if the bus sits for over one hour before return of field trip.
5. Transportation Department is informed if there are any problems or concerns.
  - *Drivers who do not perform a Full Pre-Trip on a regular basis are expected to keep current on full pre-trips by reviewing the process monthly.*

### POST-TRIP

1. The Bus Driver will perform a post-trip which includes the following and document it on the Pre-Trip/Post-Trip form:
  - Have the bus monitor do a thorough check of the bus, then the driver does a thorough check of the bus to ensure no children have been left on the bus.
  - Make sure radio and lights are turned off before turning off the bus.
  - Perform the Child Check, and lock the bus.

The completed Pre-Trip/Post-Trip form must be forwarded to Transportation on the Monday following completion of the form. The pre-trip tracking form will be reviewed at weekly meetings by the transportation team. The Transportation Supervisor will maintain the Pre-trip/Post-trip forms in a file for the current year.

The Bus Driver will be held accountable for the accuracy with which the form is completed. Deficiencies will be reported to the driver's Area/Center Manager. Any inaccuracies may result in disciplinary action.

All maintenance needs reported on the pre-trip tracking form will be recorded on the Bus Maintenance Tracking Sheet. The Bus Maintenance Tracking Sheet will be reviewed weekly at the Transportation Team meetings.

Drivers will be kept up to date on the status of repairs by the Transportation Supervisor.

# BUS RADIO COMMUNICATION PROCEDURE

Southern Oregon Child & Family Council, Inc.  
Agency Procedure

For operation of 2 way bus radio units:

1. The power switch is found on upper left corner of the radio. Push or turn the button to turn the unit off and on.
2. The radio must be on Channel One.
3. The bus radio must be on at all times when the bus is in use with the volume at a level to enable the driver to hear an incoming call.
4. Key the microphone for one to two seconds and then indicate bus number and center. Wait for Home Base to respond and then state your business.

Example:

Driver: "Bus 16 Ashland to Base."

If no response, wait 15 seconds and try again. Repeat until base responds.

Base: "This is Base. Go ahead 16 Ashland."

Driver: "I'm starting my p.m. pick-up. Bus 16 Ashland clear."

Base: "Thank you 16 Ashland. Base clear."

5. The microphone will be placed back in its holder. If it is not, bus activity can be heard through the radio system by other drivers.
6. Be courteous of others in the use of your radio; do not talk over each other.
7. When doing your post-trip, make sure the power to the radio is off.

When it is necessary to return a child to the center - Radio to base and after stating your bus number and center, respond "I am returning (child's first name) in (teacher's name) class to the center". This will cue home base to call the center so they can call the parent and inform them that they will need to arrange to have the child picked up at the center.

**The following information may NOT be shared over the bus radio:**

1. The address of a child (general location may be given during an emergency)
2. The last name of a child/parent (first name only)
3. Any business that can wait until the driver returns to the center

## BUS RADIO/CELL PHONE USAGE

Southern Oregon Child & Family Council, Inc.  
Federal Regulation: 1310.10(d)(1)  
Agency Procedure

### Bus radios are used for the following purposes only:

- To report departure from the center and arrival back to the center  
(only when children are on the bus - not when going for gas or service)
- To report that a child is being returned to the center
- To report that there is a problem with the bus and help is needed to complete the route
- To report departure and arrival times from a Field Trip

Before departure, if the driver does not receive a response from the Home Base within 15 seconds, they are to try again. If there is no response within thirty seconds, call the alternate base radio. If no response, the bus monitor is to return to the center and have them call the Main Office and report a problem with the radio. In the event that the radio is not working the driver is to take the emergency cell phone on their route.

The Main Office back lines for calls before 8:00 am and after 5:00 pm are:

541-734-7042

541-734-5460

Transportation Supervisor Cell 541-951-0964

- **“Route E” Communication:** Using this code will alert Home Base to establish your location and dispatch the police in threatening situations.

#### EXAMPLE FOR “ROUTE “E”

Driver: “Base, this is (center name) bus #\_\_\_\_. I’m on Route E.  
(Add location and additional information if possible.)

Base: “Thank you (center name). Bus #\_\_\_\_. Route E Base Clear.”

Base Operator will call 911. Management and the Center will be notified.

Whenever the bus is in operation the radio must be on and the volume set at a level to enable communication with base.

Cell phones carried on the bus must remain off and are not to be used by the driver or monitor unless there is no radio contact available and then only during an emergency after the bus has been stopped. Cell phones may never be used while the bus is in motion.

## TRANSPORTING CHILDREN SAFELY PROCEDURE

Southern Oregon Child & Family Council, Inc. Federal Regulation: 1310.10(g) Agency Procedure
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1. The bus driver and bus monitor are responsible for the children during the time they are on the bus.
2. The bus driver and monitor will wear safe footwear when transporting children. Safe footwear needs to have a closed toe, low heel (1" maximum) and a strap around the heel to secure the shoe on the foot.
3. The bus driver, when picking up or dropping off a child, shall detain traffic only until the child is safely out of danger.
4. The bus driver will never back up in a school loading/unloading zone or other location without the assistance of another capable adult (center staff) standing outside the vehicle guiding the bus driver and ensuring safety. Backing the bus with children on board is not considered a safe practice and all routes need to be planned to avoid backing. In an emergency situation, or when obstacles have created a situation where the bus must be backed, the bus monitor will exit and stand in view of the rear of the bus to assist the driver and ensure safety.
5. Allow time for children to be seated and restraint systems fastened before putting the bus in motion.
6. Every child who rides the bus must be secured in a safety restraint appropriate for their height, weight and age. Car seats must be certified Head Start car seats.
7. Backpacks will be secured in a bus box or with a seat belt in an assigned location.
8. Food or beverages are not to be consumed by children, driver or bus monitor while on the bus.
9. Ice chests are not allowed on the bus.
10. The bus driver is responsible for keeping up-to-date emergency information, medical release forms and current addresses of all children on the bus, in the bus packet, at all times. Additional copies must be kept at the center.

11. When it is necessary to transport medications including rescue medications, they must be kept locked in the child's red medication bag (epi-pens do not need to be locked). In an emergency, cut the medication bag open with a seat belt cutter. All medication bags need to be kept secure and out of children's reach. Nebulizers need to be kept secure in a backpack. All children on medications or with health issues will have a red star on their name tag and emergency cards. A laminated red card will be placed on the bus clipboard as a reminder when medications are to be taken on the bus. See medication administration procedure in the Health Policies and Procedures.
12. All Head Start staff are required by state law (ORS 418.740-418.775) to report any cases of suspected or identified child abuse. In addition, the bus driver must share any concerns/information about a child's well-being with the Head Teacher and/or Area/Center Manager/EHS Supervisor/LISTO Director.

# BUS MONITORS

Southern Oregon Child & Family Council, Inc.  
Federal Regulation: 1310.3, 1310.15(c), 1310.17(f)(2)  
Agency Procedure

## 1310.3 Definition

Bus monitor means a person with specific responsibilities for assisting the driver ensuring the safety of the children while they ride, board, or exit the vehicle and for assisting the driver during emergencies.

1310.15(c) There will be at least one bus monitor on board for every 20 children at all times when transporting children. Additional monitors will be provided as necessary, such as when needed to accommodate the need of children with disabilities.

1310.17(f) (2) Bus monitors will be properly trained before beginning their duties and given a refresher class every year. Training will cover at a minimum: Child boarding and exiting procedure, use of child restraint systems, required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures, and pre-trip/post-trip vehicle check.

## BUS MONITOR RESPONSIBILITIES:

1. Assist during pre-trip by checking bus lights as requested by driver.
2. Ensure that all students have departed the bus post-trip by conducting the child check procedure before escorting the children into the center.
3. Follow Head Start Bus Procedures for pick-up and release.
4. Assist with boarding and exiting the bus.
5. Ensure that all child restraints are properly adjusted on the bus.
6. Ensure safety restraints are fastened properly during route. Ensure all vehicle occupants who are not assisting children, are seated and wearing height and weight appropriate safety restraints while the bus is in motion. The only exception is if a child or children's safety is a risk requiring the bus monitor to temporarily unbuckle while assisting the child.
7. Secure all carry- on items.
8. Monitor children and adults at all times while being transported.
9. Assist children during bus route.
10. Teach children and reinforce in developmentally appropriate ways transportation safety procedures.
11. Help with evacuations, assist in the event of an emergency and respond appropriately.
12. May assist with health checks as needed.
13. Responsible for written communication for parents including paperwork to be signed, notices and calendars.
14. Engage children in developmentally appropriate activities.
15. Respect the confidentiality of children, families and staff.
16. Assists in making sure the "Red "medication bag is on board when needed and removed once at the center.

# HEAD START BUS LOADING AND UNLOADING PROCEDURE

Southern Oregon Child & Family Council, Inc. Agency Procedure Rev 9-3-13
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**All children who are transported on the bus will have names posted and assigned seats.**

## **LOADING PROCEDURE AT CHILD PICKUP:**

1. Upon pick up of children each day, note the time of arrival at the child's home on the Bus Passenger Sign-in Sheet. Under "roll call", leave blank if the child is present or note (a) absent or (n) no show at the child's home. The parent will sign next to their child's name.
2. The bus monitor will ensure that all children are buckled in safely.

## **UNLOADING PROCEDURE UPON ARRIVAL AT THE CENTER WITH CHILDREN:**

1. Call Home Base to report your arrival at the center.
2. The driver will secure the bus (*put in park or neutral*) and leave the engine running. If the student safety lights have not been used on the route or the bus has been turned off, run them briefly before releasing children to activate the child check system.
3. An additional staff member will assist with unloading the children. The driver will remain by the driver's seat holding the clipboard with the Bus Passenger Sign-in sheet.
4. The bus driver will tell the monitor the number of children who have been picked up.
5. The bus monitor will count the number of children and tell the driver. The driver will compare this to the number of children they have on their list and confirm that they have the same number.
6. The bus monitor will ensure all children are unbuckled from their safety restraints.
7. The bus monitor will exit bus and wait at a designated area to receive children.
8. While remaining by the driver's seat, the bus driver will release children from their assigned seat by calling their name.
9. The driver will check off each child on the Bus Passenger Sign-in sheet under "roll call" as he/she departs the bus.
10. The bus monitor will count children as they exit the bus.

11. When all children are off the bus, the driver will shut off the engine and then turn the ignition to the “on” position.
12. The driver will exit the bus. The monitor will enter the bus, walk to the back and conduct a TOTAL search of the bus by checking the seats, the floor, behind and under the seats for any student or person that may still be present.
13. The monitor will exit the bus. The driver and monitor will count the children again and agree on the number to confirm that all children are accounted for and have departed the bus. The driver then gives the monitor the clipboard and medicine bag.
14. Two adults will escort children into the center at this time. Children will be signed in (by assigned staff) on the Center Sign In sheet in each classroom by referencing the Bus Passenger Sign-in sheet and confirming that each child is in class.
15. The driver will reenter the bus, proceed to the rear of the bus and will conduct a TOTAL search of the bus by checking the seats, the floor, behind and under the seats for any child or person who may still be present.

**16.1 If the bus will be parked:**

- The driver will push and hold the red stop button for a minimum of 3 seconds. (Do not lock the rear door first).
- If the bus is equipped with a barrel lock; driver will walk to the front of the bus to retrieve the barrel lock key and the barrel lock and will walk to the rear of the bus.
- The driver will lock the rear emergency door. The system will say “Warning, rear door open”.
- The driver will again check for children left on the bus as they proceed back to the front of the bus.
- The driver will turn the key to the “off” position and remove the key from the ignition, exit the bus, and close and lock the service door.

**OR**

**16.2 If another route is set to begin immediately after the run:**

- The driver will push and hold the red stop button for a minimum of 3 seconds. (Do not lock the rear door.)
- The driver will walk to the front of the bus turn ignition key to the “off” position and then back to the “on” position. Proceed to the rear of the bus and press and hold the “Stop” button for a minimum of three seconds.
- The driver will check again for any children left on the bus as they proceed back to the front of the bus. (The alarm system is off and a voice will say “Charter Mode”).
- The driver will turn the key to the “off” position and remove the key from the ignition, exit the bus, and close the service door.

## **LOADING PROCEDURE AFTER CLASS:**

1. Before leaving classroom the staff taking the children to the bus will determine which children will be riding the bus, sign them out on the center sign in sheet and confirm the total number of children riding the bus.
2. Children will be escorted to the bus by two adults.
3. Children are buckled into their safety restraints
4. Conduct “roll call”, count the children and document on Bus Passenger Sign-in sheet to ensure all children are accounted for.
5. Call in to “Base” to begin route.

## **UNLOADING PROCEDURE AT TAKE HOME:**

1. The Monitor will assist in unbuckling children at each stop. They will ensure children have all of their belongings when they exit bus.
2. The person responsible for picking up the child will sign the Bus Passenger Sign-in sheet to acknowledge they have picked up the child.
3. When the route is complete and the bus is back at the center, the driver will call in to “Home Base”.
4. The Monitor will straighten safety restraints, walk to the back and conduct a TOTAL search of the bus by checking the seats, the floor, and under the seats for any student or person that may still be present.
5. The Driver will check the sign-in sheet to be sure all children are checked off under “roll call”, have a signature next to their name, and are accounted for.
6. Driver will do a final walkthrough of the bus and perform step 16.1 or 16.2 to ensure no child is left on the bus.

**NOTE:** *If you hear the pre-warning signal, or even if your bus starts to honk once you have pushed the stop button, simply insert the key into the ignition and turn it to the “on” position ...do not start the bus... then turn it off, remove key, exit and lock the bus.*

# EARLY HEAD START BUS LOADING AND UNLOADING PROCEDURE

Southern Oregon Child & Family Council, Inc.  
Agency Procedure Rev 9-3-13

**All children who are transported on the bus will have names posted and assigned seats.**

## **LOADING PROCEDURE AT CHILD PICKUP:**

1. Upon pick up of children each day, note the time of arrival at the child's home on the Bus Passenger Sign-in Sheet. Under "roll call", leave blank if the child is present or note (a) absent or (n) no show at the child's home. The parent will sign next to their child's name.
2. The bus monitor will ensure that all children are buckled in safely.

## **UNLOADING PROCEDURE UPON ARRIVAL AT THE CENTER WITH CHILDREN:**

1. Call Home Base to report your arrival at the center
2. The driver will secure the bus (*put in park*) and leave the engine running. If the student safety lights have not been used on the route or the bus has been turned off, run them briefly before releasing children to activate the child check system.
3. The driver will remain by the driver's seat holding the clipboard with the Bus Passenger Sign-in sheet.
4. The bus driver will tell the monitor the number of children who have been picked up.
5. An additional staff member will assist with unloading the children. The children will be unbuckled from their safety restraints and escorted into the center two at a time.
6. The driver will check off each child on the Bus Passenger Sign-in sheet under "roll call" as he/she departs the bus.
7. The Monitor will count the number of children they have escorted into the center and return to the bus to tell the driver. The driver will compare this to the number of children they have on their list and confirm that they have the same number. The monitor will then proceed to the rear of the bus and conduct a TOTAL search of the bus, the seats, the floor, and under the seats for any student or person that may still be present.
8. **When all children are off the bus**, the driver will shut off the engine and then turn the ignition to the "on" position.
9. While proceeding to the rear of the bus the driver will be conducting a TOTAL search of the bus, the seats, the floor, and under the seats for any student or person that may still be present.
10. The driver will push and hold the red stop button for a minimum of 3 seconds. (Do not lock the rear door first.)

11. If the bus is equipped with a barrel lock; the driver will walk to the front of the bus to retrieve the barrel lock key and barrel lock and will walk to the rear of the bus.
12. The driver will lock the rear emergency door. The system will say “Warning, rear door open”.
13. The driver will again check for children left on the bus as they proceed back to the front of the bus.
14. The driver will turn the key to the “off” position, remove the key from the ignition, exit the bus, and close and lock the service door.

#### **LOADING PROCEDURE AFTER CLASS:**

1. Before leaving classroom bus monitor or driver as assigned will confirm which children will be riding the bus and the total number.
2. Children will be escorted to the bus two at a time and buckled in their safety restraints.
3. Conduct “roll call”, count the children and document on the Bus Passenger Sign-in sheet to ensure all children are accounted for.
4. Call in to Home Base to begin route.

#### **UNLOADING PROCEDURE AT TAKE HOME:**

1. The Monitor will assist in unbuckling children at each stop. They will ensure children have all of their belongings when they exit bus.
2. The person responsible for picking up the child will sign the Bus Passenger Sign-in sheet to denote they have picked up the child.
3. When the route is complete and back at the center, the driver will call in to “Base”.
4. The Monitor will straighten safety restraints and proceed to the rear of the bus and conduct a TOTAL search of the bus, the seats, the floor, and under the seats for any student or person that may still be present.
5. The Driver will check the sign-in sheet to be sure all children are checked off under “roll call” have a signature next to their name, and are accounted for.
6. Driver will do a final walkthrough of the bus, perform step10 to ensure no child is left on the bus.

**NOTE:** *If you hear the pre-warning signal, or even if your bus starts to honk once you have pushed the stop button, simply insert the key into the ignition and turn it to the “on” position ...do not start the bus... then turn it off, remove key, exit and lock the bus.*

## EMERGENCY EVACUATION PROCEDURE

Southern Oregon Child & Family Council, Inc. Federal Regulation: 1310.21(b)(5); 1310.21(c)(2)(d) Agency Procedure
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Emergency evacuation drills will be completed with Head Start children in classes receiving transportation within thirty days of the program year and monthly thereafter. Early Head Start and classes or Centers not providing transportation will conduct a bus evacuation within the first thirty days of the program year and two additional times a year, with one rear door evacuation. Centers with no bus will arrange their drills with the Transportation Supervisor. Documentation must be forwarded to the Transportation Supervisor at the end of the year. Evacuation training records will be checked during annual driver evaluations. The documentation must include the following information:

1. Names of the children/adults receiving training.
2. Date and time of training.

### EMERGENCY EVACUATION PROCEDURE

In the event of an emergency where the bus will need to be evacuated, the following procedure will be followed.

1. Bring the bus to a stop (off road if possible) and secure it. Put the transmission in “park” position. If there is no “park” on the transmission, place it in neutral. Set the emergency brake. Put bus in charter mode for evacuation drills.
2. The driver will radio Home Base and relay the following information; the nature of the emergency, the location of the bus and that they are beginning the evacuation procedure.
3. If the ignition can be safely left on and individuals will not be endangered by standing close to the bus, the driver will put the two-way radio microphone out the driver’s window to allow for communication.
4. The driver will announce to the students, “we are going to get out of the bus through the (rear/front) door”. The monitor will retrieve the “lead rope” attached to the bus fanny pack.
5. The driver and/or monitor must visually observe and establish a safe means of exiting the bus as well as a safe gathering point for passengers after evacuation. The location should be at least 100 feet away from the bus and the roadway.
6. If front door evacuation is appropriate, the driver will open the front door and the monitor will take the ‘lead rope’ and attach it to the hand rail before exiting the bus. If rear door evacuation is appropriate, the monitor will open the rear door, attach the ‘lead rope’ to the

leg of the last seat and exit the bus by sitting on the floor with legs hanging out and sliding to the ground. The driver will begin evacuation of students starting with those children closest to the exit door. Release the children from their safety restraints using the seat belt cutter and/or unbuckling and direct them (escort or carry students needing assistance) to the emergency exit door.

7. If evacuating from the **front door**, the monitor will stand in a staggered stance (one leg in front with foot facing forward and one foot behind) for maximum stability, facing forward with back straight and knees slightly bent. As children descend the steps, the monitor will lean forward and assist children by holding their hand. If children are unable to descend steps on their own, the monitor will place their hands under the child's arm pits and lift the child to the ground. With the lead rope secured to the handrail, have a responsible student take the lead rope handle and walk away from the bus to the rope's limit and wait there.
8. If evacuating from the **rear door**, the monitor will stand in a staggered stance (one leg in front with foot facing forward and one foot behind) with both hips straight forward towards the rear exit and with back straight and knees slightly bent. As the driver escorts children to the exit, the driver will sit in the rear seat with hips and knees facing the rear door, placing one foot out in the aisle and one foot under the seat. The driver will instruct and guide (do not lift) children to sit down with legs hanging out the rear door. With the lead rope secured to the seat leg, have a responsible student take the lead rope handle and walk away from the bus to the rope's limit and wait there.
9. The monitor will stand close to the door minimizing the reach and the distance to the child. The monitor, while keeping their backs straight and knees slightly bent, will place their hands under the child's arm pits and guide the child straight down to the ground, keeping their body facing forward and without twisting to either side. Instruct the child to hold on to the lead rope and continue evacuating until all children are out of the bus. The driver will make sure everyone has been evacuated and will be the last person to exit the bus.
10. When evacuating infants, infants must have back and neck supported at all times. When evacuating through the rear door, while holding infant, driver will sit in last seat of bus, then turn towards the monitor outside the bus. The driver will then hand the infant to the monitor (infants may be kept in car seats). Driver will continue student release one seat at a time, closest to the aisle first, working towards the wall/window and then proceed to the next occupied seat on opposite side of bus working towards the front until all students are evacuated from bus and accounted for outside.
11. Students or adults will NOT attempt to remove any belongs from the bus that would have to be carried and slow down the evacuation procedure.
12. After the driver ensures that everyone is off the bus, the monitor and driver will escort the children, with the lead rope, to the established gathering location 100' from bus and will take roll to make sure everyone is accounted for. (Never leave children unattended.)

## **CENTER EVACUATION SAFE LOCATION**

A designated safe location will be determined for each center by the Area/Center Manager. If the site supervisor determines it is unsafe to remain at the center, the children and staff will go to the designated safe location. Established safety rules will be followed whenever possible, but relocating to the safe location is the highest priority in an emergency situation.

The Area/Center Manager will contact the Main Office to report the situation. If a bus is used to transport children to the safe location, the bus driver will call Home Base on the radio. Parents will be notified of the situation as soon as possible and will be given instructions about when and where they can pick up their children. Once public officials have determined that it is safe, authorized persons may pick up their children.

## CHILD CHECKMATE AND THEFTMATE PROCEDURE

- The Theft-Mate Alarm will be active when you approach your bus.
- After unlocking your door, you will have 60 seconds to start your bus or turn the key on then off, or you will hear the voice warning, and the horn will start honking.
- The Child Check Mate Alarm is activated by turning on the Student Safety Lights. The Theft Mate is always active, unless you put it into Charter mode.

### CHILD CHECKMATE DEACTIVATION

- When you have completed your route and released the children off the bus:
  1. Turn off the engine and then turn the key back to the “on” position.
  2. Within 30 seconds, proceed to the rear of the bus.
  3. Push and hold the red “Stop” button for a minimum of 3 seconds.
  4. Check for any children left on bus as you proceed back to the front of the bus.
  5. Remove key from the ignition.
- Child Check Mate system is now deactivated (It will reactivate when motion is detected).

*NOTE: If you fail to deactivate a live system within 30 seconds after shutting off the engine, the bus horn, voice commands and lights will begin to sound and flash. If this happens, go back to step one and complete the sequence.*

### THEFT MATE ACTIVATION

- This system is activated when the ignition is turned on and the brake pedal is depressed.  
*NOTE: To avoid accidental alarm activation when the bus is unoccupied, you must have bus windows closed to avoid having the alarm sensors pick up movement around bus.*
- To deactivate the alarm for up to 3.5 hours (field trips, etc.)
  1. Deactivate the Child Check Mate system. (Follow steps 1-5 listed above.)
  2. Turn ignition key to the “on” position.
  3. Proceed to the rear of the bus and press and hold the “Stop” button for a minimum of three seconds. Voice will announce it is in “Charter Mode”.
  4. Check again for any children left on the bus as you proceed back to the front.
  5. Turn ignition key off and remove the key. Alarm system is off. Voice will say announce it is in “Charter Mode”..
  6. Do not step on brake pedal before exiting the bus.

## BUS ROUTE DESIGN & SAFETY RESPONSIBILITIES

Southern Oregon Child & Family Council, Inc.  
Federal Regulation: 1310.20  
Agency Procedure

1. The bus drivers will develop their own bus routes, using the guidelines outlined herein, and are encouraged to utilize the expertise of the Transportation Department for assistance when needed. Routes will be entered into Excel by the designated center staff. Children with disabilities will be included unless otherwise indicated by their IFSP.
2. Copies of the bus routes are to be made available for substitute drivers and a copy is to be forwarded, to the Transportation Supervisor before the start date of any route.
3. A fixed route with specifically designated stops where children board or exit the vehicle (45 CFR 1310.3) will be traveled on a daily basis by vehicles that transport children to and from Head Start or Early Head Start program activities. Routes altered due to attendance or detours must be faxed to the Main Office before departure.
4. Routes may need to be altered when hazardous conditions are encountered (45 CFR 1310.20 b7). Drivers will radio to alert Home Base if there is a need to alter a route.
5. Routes are to be designed so that the time a child is in transit to and from the facility does not exceed one hour.
6. Every effort must be made to design routes to load and unload children "off road" on the right-hand side of the street nearest their homes. Community Stops will be incorporated whenever possible. You must first obtain permission from owners to use private property for bus stops, i.e. parking lots. If obstacles prevent the bus from pulling off road for the normal stop, the bus may stop in the main roadway with Student Safety Lights activated.
7. If a Red Light Stop is the only option, prior written approval from the Transportation Department is required. If children must cross the street they are to be escorted by an adult holding their hand after the bus has arrived and the driver has signaled that it is OK.
8. Vehicles must not back up or make "U" turns, except in emergencies or because of physical barriers (45 CFR 1310.20b3). Backing the bus with children on board is not considered a safe practice and all routes need to be planned to avoid backing. In an emergency situation, or when obstacles have created a situation where the bus must be backed, the bus monitor will exit and stand in view of the rear of the bus to assist the driver and ensure safety.
9. Buses are not to operate in apartment complexes without a separate entrance and exit; also potentially hazardous driveways (those requiring the bus to back up into the street) are not to be used.
10. Buses are not to be loaded beyond the maximum passenger capacity that will allow all passengers to be secured in appropriate restraint systems.

## BUS ROUTE EXCEPTIONS

Southern Oregon Child & Family Council, Inc. Federal Regulation: 1310.20 (1) Trip Routing Head Start Program Performance Standards:
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### POLICY/APPROACH:

Every attempt will be made to minimize the time spent in transit for children. Exceptions rationale and decision must be kept in each affected child's file.

### PROCEDURES:

When a planned route exceeds one hour in transit time for children:

1. The bus driver will inform the Area/Center Manager of the need to extend the transit time past one hour.
2. The Area/Center Manager will request that the route be reassessed by the Transportation Supervisor to determine if there are any alternatives to shorten the transit time.
3. The Center team will evaluate the needs of the children riding the bus and determine appropriateness of extending the transit time. They will reassess the route and the children transported to determine if it is acceptable.
4. When the decision is made to extend transit time past one hour, a rationale and decision must be entered in each affected child's file.

## RAILROAD CROSSINGS PROCEDURE

Southern Oregon Child & Family Council, Inc.  
Agency Procedure

1. Turn hazard lights on 100 feet before reaching the railroad tracks.
2. Request that all occupants be quiet. Turn off all radios, fans, etc.
3. Stop the bus at a clearly marked stop line or, if there is not a clearly marked stop line, not less than fifteen (15) feet or more than fifty (50) feet from the nearest rail of the railroad, and activate emergency lights.
4. While stopped, the driver shall open the bus entrance door and driver window, look and listen in both directions along the tracks for approaching trains and for signals indicating approaching trains, then close the door before proceeding across the track.
5. Proceed across the tracks, after stopping, only when movement can be done without manually changing gears and when forward space allows completely clearing the tracks by a minimum of fifteen (15) feet.
6. Turn off hazard lights after clearing the railroad crossing.

## PARENT/CHILD SAFETY TRAINING PROCEDURE

Southern Oregon Child & Family Council, Inc.  
Federal Regulation: 1310.21

1. At the Center Orientation meeting safety training will be provided to parents. The Parent Bus Handbook will be given to all parents to review. The School Bus Orientation video will be viewed with the parents and includes the following information:
  - An adult must always accompany a preschool child while crossing the street.
  - The parent and child must stand at least 10 feet back from the curb while waiting for the bus to approach. The driver will always keep 10 feet between the bus and the parent/child when picking up or dropping off.
  - Once the bus has stopped and the doors have opened, the parent and child may board the bus using the hand rails.
  - When the parent and child are leaving the bus and need to cross the street, they must wait at the curb until the driver gives them the signal that it is okay to cross.
  - Once the driver has given the signal that it is okay to cross the street, the parent and child must cross no closer than 10 feet in front of the bus and stop when they reach the driver side of the bus to check for traffic.
  - Be mindful of danger zones around the bus: never cross behind the bus and cross at least 10 feet in front of the bus.
2. At Center Orientation Early Head Start Parents and Children will be given hands-on training in the bus on Emergency Evacuations. Head Start Children are trained hands-on in the bus on Emergency Evacuations within the first 30 days of class.
3. Parents will be advised of the following:
  - Any classroom activities presented to remind children of the vehicle safety procedures with suggestions on how to reinforce said training in the home.
  - Importance of reinforcing the training provided to the children regarding vehicle safety.
4. If a parent is not at the initial orientation meeting, the Area/Center Manager will designate someone to review the information with the new parent within 30 days of enrollment.
5. The Area/Center Manager will insure that the parent is informed of the safety trainings received by their child during the year. This is to enable the parents to reinforce said training in their home.
6. The Parent/Child Safety Trainings will be documented in at least one of the following areas:
  - Lesson plans
  - Late Registration Checklist
  - Orientation Checklist
  - Attendance Rosters

## RESTRAINING ORDER PROCEDURE

Southern Oregon Child & Family Council, Inc. Agency Procedure
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### PROCEDURE FOR RESTRAINING ORDERS

- If there is a child at a center who has a parent or guardian with a restraining order, a yellow star will be placed on the outside of the bus packet.
- The child's name tag will have a yellow star.
- Emergency cards will have a yellow star by the child's name.
- A photo of the person with the restraining order will be included in the bus packet if available and be attached to the child's emergency card.

If a restraining order is received or updated during the year, the teacher/advocate who receives it must write up a child change form and fill out the Information Sheet for Restraining/Custody Orders (see page 54) and give a copy to the bus driver before they leave on the next bus route that the child will be on.

## BUS OPERATIONS

Southern Oregon Child & Family Council, Inc Federal/State Regulations Agency Procedure
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1. The bus is to operate, at all times, in a safe reasonable and prudent manner and in accordance with all federal, state and local laws, ordinances and rules.
2. The bus is not to be operated in an unsafe condition. Any concerns will be called in to the Transportation Department immediately.
3. The bus will be driven with the lights on at all times.
4. All occupants must utilize the appropriate safety restraints provided.
5. The maximum speed for buses is 55 mph.
6. Never turn left or right on a red light. When turning, always remain behind the crosswalk or stop line with wheels straight until the signal turns green and traffic clears before you proceed into the intersection.
7. Hazard Lights must be operated when the vehicle is stopping or has stopped in a place that obstructs other driver's ability to see the warning lights on another vehicle.
8. Do not put premium fuel in buses that take regular gasoline. Determine the type of fuel the bus takes (gas or diesel) before fueling. The level in all buses, including the spare bus, should always be one-half or more. The buses must never be allowed to reach the one-quarter level.
9. Avoid allowing buses to idle in front of a classroom entrance/exit or near a playground when children are present.
10. When the Bus Driver fuels the bus they must write the bus # and center name on the credit card receipt and attach it to the Pre-Trip form. The date, mileage, gallons and cost will be written on the pre-trip form. The attendant must not have access to the engine area without the driver standing beside them to observe their actions.
11. Never fuel the bus while children are on board.
12. The bus may only be used for Head Start, Early Head Start, or LISTO business.
13. Student Loading lights and at least one brake light on each side must be operational to drive the bus.

# FUEL ECONOMY PROCEDURES

Southern Oregon Child & Family Council, Inc. Agency Procedures
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Fuel economy begins with the turn of the key.

1. Reduce cranking time - if it does not turn over within 30 seconds, wait two minutes, then re-crank.
2. Do not pump the accelerator. If it will not start without pumping the accelerator, pump once or twice before trying again. Never pump the accelerator while cranking.
3. Do not “rev” the engine after starting. Let the engine warm up and idle. Revving a cold engine can cause damage and waste fuel.
4. Limit warm up time. Do not allow the bus to warm up more than ten (10) minutes before moving out. An exception to this rule would be in icy conditions and the time can be increased by five (5) minutes. Remember: do not turn the heater on for three (3) minutes.
5. Additional hints on conserving fuel:
  - Stay within the speed limit.
  - Gentle accelerating and braking
  - Watch traffic ahead so that stop/start driving can be avoided through choice of speed and lane.
  - Keep accurate records of your gas mileage.

## BUS USAGE

Southern Oregon Child & Family Council, Inc. OMB Regulation Agency Procedure
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- Head Start vehicles, including buses, are to be used for Head Start business only.
- Head Start buses are to be used to transport Head Start parents, children and family members to and from the assigned Head Start center or approved Head Start function/activity.
- The buses are not to be used to transport any other groups or individuals without prior written approval from the Facilities & Transportation Director or Operations Director.
- The displaying of signs either on the interior or exterior of the bus is not allowed. The two exceptions are:
  1. In a city authorized parade
  2. While parked at the center

## TRANSPORTATION SERVICE

Southern Oregon Child & Family Council, Inc.  
Agency Procedure

1. Bus service is available to children of parents/guardians who have no means of transporting their children.
2. The distance a child lives from the center may affect eligibility due to the one hour limitation for transporting children.
3. Children will be picked up at Community Stops whenever possible.
4. Exception to Rule #1. Family transportation situations need to be reviewed regularly by the center team to make the best decision regarding which children are allowed to ride the bus. The Area/Center Manager, after consulting with the Bus Driver will make the final decision on who rides the bus.
5. The Area/Center Manager must approve any decision to eliminate bus service if a child is riding the bus and circumstances change that may affect the child's eligibility.

## ANNUAL BUS ASSIGNMENT PROCEDURE

Southern Oregon Child & Family Council, Inc. Agency Procedure
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1. The Transportation Department will assign buses to specific sites using the following rationale:
  - Mileage on the bus
  - Student needs of each site
2. At the beginning of the program year, the Transportation Supervisor will assign buses to specific centers. The Transportation Supervisor will schedule a time to meet with and release the bus(s) to the driver(s) for the program year.
3. A school bus condition form and beginning and ending bus check sheet will be provided for each bus checked out for the year.
4. The Transportation Supervisor will schedule a time for the buses and materials to be returned at the end of the program year. A form will be provided to document the condition of the bus and materials checked in.
5. Centers assigned spare buses are responsible for maintaining them. They will be started a minimum of once each week to maintain the battery.
6. Centers without a bus and/or spare bus on site will call the Transportation Supervisor to arrange and provide a reason for the bus/spare bus usage.
7. Borrowed buses will be returned clean and refueled if necessary.

## FIELD TRIP PROCEDURE

Southern Oregon Child & Family Council, Inc.  
Agency Procedure

1. All Field Trips should be scheduled no less than two weeks in advance and will have prior approval from the Area/Center Manager.
2. When planning Field Trips each bus will have a staff member who is assigned to be the bus monitor for the field trip.
3. Complete the Field Trip Form:
  - a. Upon loading children at the center.
  - b. Upon loading children at the Field Trip location before departure.
4. If necessary, and with at least two weeks written notice, the Transportation Supervisor can attempt to schedule additional buses or drivers for the trip.
5. Teachers will be responsible for ensuring that children requiring medications have adequate supplies available for the field trip. Bus drivers will check with teachers before departing on the field trip to ensure that all necessary medications are on the bus.

# SCHOOL CLOSURE PROCEDURES

Southern Oregon Child & Family Council, Inc.,  
Agency Procedure

## EMERGENCY SCHOOL CLOSURE PROCEDURE:

The Area/Center Manager will make the decision to close the school, after consultation with the Operations Director. The EHS Center Supervisor will make the decision to close the school after consultation with the Program Director or Program Manager.

Once the decision has been made, center staff will call the parents/child care providers to make sure someone is home to receive the child. No child will be transported until their parent/caregiver is notified of the closure and will be able to receive the child at their designated drop off location.

Parents/caregivers who cannot be immediately contacted will have to self-transport their child home once notified. If this should happen during the AM class, all PM parents will need to be called by the center staff and notified that there will be no school for their child that day.

## SNOW and/or ICE POLICY:

**Head Start and Early Head Start will not have class for children if the school district they reside in cancels school.** If the school district they are located in has a two hour delay, Head Start and Early Head Start will also have a two hour delay. This does not apply to Full day/full year classes.

Listen to the radio stations for this information. School closure broadcasts begin at 5:30 a.m. Closure information will also be updated on the agency web site. Call your Area/Center Manager or EHS Center Supervisor and he/she will advise you on whether or not to report to work.

## DRIVING THE BUS IN EXTREME WEATHER

If the driver feels they are not able to drive safely in extreme weather conditions they should follow this procedure:

- Speak with their supervisor about the road conditions to determine if roads are safe.
- Substitute another more experienced driver for the route who is comfortable driving in adverse conditions.
- Combine routes.
- If necessary, upon approval of the Area/Center Manager, cancel the route. If children are at the center every effort should be made to return them home by bus as it is generally much safer than having multiple private vehicles arriving at the center.

SCHOOL CLOSURE WEB SITES

HEAD START WORKSITE	SCHOOL DISTRICT FOLLOWED:
Head Start Web Site	<a href="http://www.socfc.org">www.socfc.org</a>
Ashland	Ashland School District #5 <a href="http://www.ashland.k12.or.us">www.ashland.k12.or.us</a>
Phoenix/Talent	Phoenix/Talent District #4 <a href="http://www.phoenix.k12.or.us">www.phoenix.k12.or.us</a>
Central Point	Central Point School District #6 <a href="http://www.district6.org">www.district6.org</a>
Eagle Point White City	Eagle Point School District #9 <a href="http://www.eaglepnt.k12.or.us">www.eaglepnt.k12.or.us</a>
EHS Grants Pass FRC Redwood Riverside	Grants Pass School District #7 <a href="http://www.grantspass.k12.or.us">www.grantspass.k12.or.us</a>
Illinois Valley EHS Cave Junction Merlin	Josephine County School District <a href="http://www.threerivers.k12.or.us">www.threerivers.k12.or.us</a>
Merriman EHS West Medford EHS Merriman Foothills Orchard Hill Sams Valley South Medford Washington West Medford Wilson	Medford School District #549C <a href="http://www.medford.k12.or.us">www.medford.k12.or.us</a>
Rogue River	Rogue River School District #35 <a href="http://www.rogueriver.k12.or.us">www.rogueriver.k12.or.us</a>

RADIO / T.V. STATIONS

The following television and radio stations also have the school closure information.

KTMT/KBOY

KDRV

KOBI

KTVL

KRWQ

KAKT

Southern Oregon Child & Family Council, Inc.  
Beginning/Ending Bus Check Sheet

<b>VEHICLE</b>		
License #:	Bus #:	Work Site:
Beginning Odometer Reading:		Ending Odometer Reading:
Date Taken:		Date Returned:
<b>CREDIT CARDS ISSUED</b>		
Card Company:	Card #:	Exp. Date:
Card Company:	Card #:	Exp. Date:

<b>PLEASE CHECK THE FOLLOWING</b>		
	Beginning Year Check out	Year End Check In
Owners Manual		
Vehicle Registration		
Insurance Liability Certificate		
Emergency Procedures		
First Aid Kit - 24 unit		
Body Fluid Kit		
Green Fanny pack		
Flashlight & Batteries		
Fire Extinguisher		
Emergency Triangle		
Count Child Safety Restraints		
Number of Car Seats		
Accident Forms		
Broom, Ice Scraper, Tire Thumper		
Safety Cutter		
All Signage Visible		
Bus Packets		
Driver=s Signature:	Signature Date:	

# SOUTHERN OREGON HEAD START

1001 Beall Lane, P O Box 3697, Central Point, OR 97502, (541) 734-5150, Fax (541) 734-2279

BUS MAINTENANCE REPORT					
DATE:		BUS#:		MILEAGE:	
				CENTER:	
DRIVER:					
/	DEFECTS	NOTES	/	DEFECTS	NOTES
	BRAKES			DOOR	
	Parking			Hang	
	Service			Loose	
	Spongy			BODY	
	Grab			Buzzer	
	Low Pedal			Door	
	ENGINE			WS Wiper	
	No Power			Heaters	
	Heats			Front/Rear	
	Dies			Horn	
	Cuts Out			Lights	
	Races			Windows	
	Knocks			Seats	
	Fumes			Mirror	
	Water			MISCELLANEOUS	

White – Maintenance  
 Yellow – Transportation Department

Mechanic Signature \_\_\_\_\_ Date \_\_\_\_\_

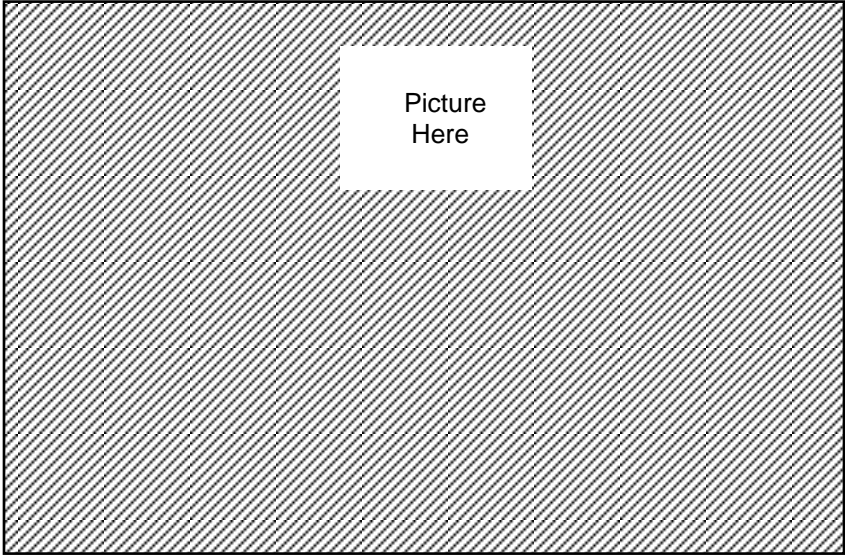
Center/Driver: \_\_\_\_\_ Monitor: \_\_\_\_\_ Bus #: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name	M E D S	time of pick up	Parent Signature	Roll Call	time of drop off	Parent Signature	Comments
1.							
2.							
3.							
4.							
5.							
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24.							
25.							
26.							

USE LANDSCAPE VERSION  
 FOUND ON S DRIVE  
 (TRANSPORTATION FORMS)  
  
 OR  
  
 SUPPLIED VIA EMAIL FROM  
 TRANSPORTATION DEPT

*Retain three years at center then send to Main Office for shredding.*

RESTRAINING / CUSTODY ORDER INFORMATION



Child's Name: \_\_\_\_\_ Teacher/Advocate: \_\_\_\_\_

*Type of Court Order*

Restraining Order \_\_\_\_\_ and / or Custody Order \_\_\_\_\_

Date of Order \_\_\_\_\_ Expiration Date \_\_\_\_\_

*Person(s) on restraining/custody order:* \_\_\_\_\_  
\_\_\_\_\_

*Physical Description:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Special Instructions:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*For follow-up, call:* \_\_\_\_\_  
\_\_\_\_\_



DATE >>																					
Center: _____	FULL	MODIFIED	FULL	MODIFIED	FULL	MODIFIED	FULL	MODIFIED	FULL	MODIFIED	FULL	MODIFIED	FULL	MODIFIED	FULL	MODIFIED	FULL	MODIFIED	FULL	MODIFIED	
Bus#: _____																					
Field Trips Use Separate Sheet																					
Daily Mileage >>																					
<b>PRELIMINARY</b>																					
Leaks Under Bus																					
Vandalism																					
Fuel Tank & Door																					
Driver Door / Mirror																					
<b>ENGINE COMPARTMENT</b>																					
FLUID LEVELS: Oil, Coolant, Transmission, Power Steering, Brake & W/S Washer																					
Alternator & Water Pump																					
Hoses, Belts & Steering Linkage																					
Battery & Wiring																					
<b>LEFT FRONT TIRE</b>																					
Slack Adj / Shock Absorber																					
Brake Hoses / Brake Chamber																					
All Wheel Components																					
Springs / Mud Flaps																					
<b>RIGHT FRONT TIRE</b>																					
Slack Adj / Shock Absorber																					
Brake Hoses / Brake Chamber																					
All Wheel Components																					
Springs / Mud Flaps																					
<b>UNDERCARRIAGE</b>																					
Drive Shaft / Exhaust / Frame																					
<b>RIGHT REAR TIRE</b>																					
Slack Adj / Shock Absorber																					
Brake Hoses / Brake Chamber																					
All Wheel Components																					
Springs / Mud Flaps																					
<b>LEFT REAR TIRE</b>																					
Slack Adj / Shock Absorber																					
Brake Hoses / Brake Chamber																					
All Wheel Components																					
Springs / Mud Flaps																					
<b>INSIDE</b>																					
All Gauges																					
Brake Check (Air-Hydraulic)																					
Brake Test (Parking&Service)																					
Horn & Steering																					
Windshield Wipers & Washer																					
Visor & Mirrors																					

	FULL	MODIFIED	FULL	MODIFIED	FULL	MODIFIED	FULL	MODIFIED	FULL	MODIFIED
<b>INSIDE, CONT.</b>										
Indicator & Dome Lights										
Heater & Defroster										
Radio & PA System										
Seats & Safety Restraints										
Clean Floors & Windows										
Emergency Exits & Buzzers										
Amber School Bus Lights										
Passenger Entrance Door/Steps										
<b>EMERGENCY EQUIPMENT</b>										
3 Emergency Triangles										
First Aid Kit (sealed & date)										
Body Fluid Kit (sealed & date)										
Fanny Pack										
Evacuation Lead Rope										
Fire Extinguisher Charged & Date										
<b>OUTSIDE FRONT LIGHTS</b>										
Head Lights/ Low-High/ Mirrors										
Turn Signals / Hazards/ Parking										
Red School Bus Lights										
Marker Lights / Reflectors										
Body Paint/ Numbers & Signs										
<b>LEFT SIDE LIGHTS</b>										
Turn Signals / Hazards										
Marker Lights / Reflectors										
Stop Arm										
Body Paint / Numbers & Signs										
<b>REAR LIGHTS</b>										
Brake & Back-up Lights										
Turn Signals / Hazards										
Marker Lights / Reflectors										
Red School Bus lights										
Body Paint / Numbers & Signs										
<b>RIGHT SIDE LIGHTS</b>										
Turn Signals / Hazards										
Marker Lights / Reflectors										
Entrance Door										
Body Paint/ Numbers & Signs										
<b>POST-TRIP</b>										
Bus Walk-through / Child Check										
Lights & Radio OFF										
Bus locked										
<b>FUELING</b>										
Date, Mileage, Gallons & Total Cost:										
<b>Driver's Initials:Print Clearly</b>										

CHILD BUS EVACUATION TRAINING

TO BE PERFORMED MONTHLY

Child's Name Last, First	Date	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	EVACUATION CHECKLIST
1.														<p><b>(Drill Only)</b> Turn off ignition and turn on key. Push stop button. Put keys in pocket.</p> <p>Show where the emergency exits are located (side door, rear door, window exits, and roof hatches).</p> <p>Stress to stay calm!!!</p> <p>Exit out of the doors in an orderly manner. (First seat first, left to right and then to second seat, etc.)</p> <p>Walk, do not run.</p> <p>Use handrails.</p> <p>Leave things on the bus.</p> <p>Go to a safe place 100 feet away from scene.</p> <p>You are required to evacuate out of the rear door one time per year.</p>
2.														
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24.														
25.														
26.														
27.														
Drivers Initials														

# CLASSROOM FIELD TRIPS

Date: \_\_\_\_\_ Work Site/Class: \_\_\_\_\_

Bus #: \_\_\_\_\_

CHILD'S NAME FIRST & LAST	DATE		DATE		DATE		DATE		DATE	
1.										
2.										
3.										
4.										
5.										
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19.										
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21.										
22.										
23.										
24.										
25.										
Beginning & Ending Mileage:										
Destination/Description										

**Find this form:**

**S:\Forms\Transportation\Form #TRANS-113 Classroom Field Trip**

**Form #TRANS-113 salmon - landscape**