

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1303 Financial and Administrative Requirements

Subpart: F-Transportation

Section: 1303.72 Vehicle Operation

Subject: Bus Driver Training

Policy:

All staff used in transporting children will receive training before being staffed as a bus driver.

Procedure:

All staff will receive bus driver training at pre-service training or if hire date is after pre-service, staff member must receive bus driver training before becoming a bus driver.

Approach:

1. Drivers will demonstrate the ability to operate bus in a safe, efficient manner.
2. Drivers will have knowledge of how to conduct routine maintenance procedures, administer first aid, handle emergency situations, and observe safety guidelines.
3. An annual evaluation of each driver will include an on-board observation of road performance.
4. Bus drivers will receive training on safety restraints, paperwork, emergency response, evacuation, and vehicle checks.
5. Bus drivers will receive necessary training to ensure the safety of the children.