

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 Monitor

Policy:

All Staff used in transporting will receive training before being permitted to act as an escort on the bus.

Procedure:

1. Before bus monitors are assigned to be escorts, they will be trained on child boarding and exiting procedures and how to use the child restraint systems.
2. The bus monitor will be trained in how to perform a sweep of the bus after all the children have exited the bus to ensure no child is left on the bus.
3. The bus monitor will be trained in how to use the appropriate pick-up and release procedures.
4. Bus monitors will be trained in emergency evacuation procedures and how to respond to an emergency.
5. The bus monitor will be trained in how to complete the daily transportation log to document each time the child gets on/off the bus.
6. The bus monitor will be trained in how to complete the daily pre/post trip check sheet.
7. The daily transportation log and the pre/post trip sheet will be kept on file at the center.