

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 Monitors Training

Policy:

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

Procedure:

1. An adult escort will meet at a specific time and place to ride the vehicle.
2. The bus will begin its pickup at or before 7:00 a.m.
3. Each escort will be provided with a book that contains a typed list with each child's name in the order of the pickup for each child.
4. The bus escort book will also have a bus pick up/drop off list and an "Authorization for Consent to Medical Treatment of a Minor Child" form for each child and the list will be in the correct order of pick up for each child.
5. The bus escort book will be updated as new information is received by the Center Director and all escorts.
6. Each escort will keep the book updated that they have at the time of the change, which will be only for that particular route.
7. The Center Director will update the information in his/her book which includes information of all routes.
8. Each parent/authorized person receiving the child will receive a pleasant greeting from the escort.
9. At each pick up, the escort will assist each child in getting on and off the bus safely.
10. At each pick-up, the driver will open the door. The escort will go to the door making sure that each child gets on or off the bus safely.
11. The parent/authorized person will be encouraged to help see that their child gets on and off the vehicle safely.

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12. Back Packs/Carry-ons will be stacked behind the Bus Driver's seat or in area that does not interfere with child safety as children board the bus.
13. The escort will sit in the middle of the bus.
14. The escort will use a seat belt when available.
15. All children will remain in their seats at all times using inside voices.
16. The escort will only release children to authorized persons who are listed on the pick-up/drop off list in the escort book.
17. The escort will ensure that there is no talking at Railroad Crossings.
18. The capacity for the bus is 29 children, 1 escort, and 1 driver.
19. The escort will assist each child in getting off the bus upon arrival at the center.
20. After all children are unloaded, the escort will return back to the vehicle checking all seats and the floor under the seats, to verify that no child remains on the vehicle.
21. No child will be put off the vehicle and left without supervision.
22. Escort must see the responsible person when leaving a child at a residence.
23. If the responsible person is not home to receive the child, the escort will take the child to (TCCC) Head Start office or to the center and call the parent or other person on the list.
24. The escort remains with the child until a responsible person comes to receive the child. (There may be times when another staff person at the office can hold the child there and the escort may leave at that time.)
25. The children will board the vehicle and be ready to leave the center by 2:00 p.m.
26. Each teacher/staff will walk their individual class out to the vehicle for departure, making sure that each child gets on the correct vehicle.
27. The escort will check their list making sure that all children are accounted for.
28. Staff will assist in loading all children safely.
29. Persons who receive a child must be at least 16 years of age and on the authorized pick-up list.
30. All parents need to sign a "Memorandum of Agreement for Transportation".