

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

Part: 1303 Financial and Administrative Requirements

Subpart: F-Transportation

Section: 1303.74 Safety Procedures

Subject: Bus Safety during Bus Issues

Policy:

Head Start/Early Head Start staff will ensure the safety of children in the event of a bus issue, such as an accident or a breakdown.

Procedure:

1. The bus monitor will have a working cell phone so contact can be made with the center in case of a bus breakdown or emergency situation. The phone will be fully charged and must be kept on so the center can reach the bus monitor as needed.
2. The bus monitor will stay with the children at all times during the situation.
3. Children will remain on the bus and in their seats if it is safe for them to do so. They will remain on the bus until a replacement vehicle arrives to transport the children to designated locations. If the bus were on its way to school, they would continue on to the center. If the bus were taking the children home, they would return to the center and the children's parents/guardians would be contacted to come and pick them up at the center.
4. If it is not safe for children to remain on the bus, the bus monitor will escort the children to the nearest safe building to wait for a replacement vehicle.
5. The bus monitor will notify the Center Director of the bus situation.
6. The bus monitor will notify the Center Director of the location of children, number of children on the bus at the time of the incident, names of children already dropped off, names of those children still left on the bus and the time the incident occurred.
7. The Center Director will notify the Head Start Director of the situation.
8. The Center Director will contact the parents/guardians to inform them of the situation and/or where to pick up their child(ren).
9. The bus monitor will contact the Center Director when the replacement vehicle arrives.
10. The bus monitor will complete an incident report.