

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

**Part: 1303 Financial & Administrative Requirements**

**Subpart: F- Transportation**

**Section: 1303.74 Safety Procedures**

**Subject: Bus and Pedestrian Safety Education**

---

**Policy:**

Head Start/Early Head Start staff will provide Bus and Pedestrian Safety Education for children within the first 30 days of the new program year. Teachers will conduct Bus and Pedestrian Safety Training before scheduled field trips.

**Procedure:**

1. Head Start/Early Head Start teaching staff and the home visitor will provide the Bus and Pedestrian Safety Education Training to the children through developmentally appropriate practices which will include: safe riding practices; safety procedures for boarding and leaving the vehicle; safety procedures in crossing the street to and from the vehicle at a stop; recognition of the danger zones around the vehicle; and emergency evacuation procedures; including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.
2. Teaching staff and home visitors must do the Bus and Pedestrian Safety Training with the children within the first 30 days of school.
3. Teaching staff must review the Bus and Pedestrian Safety before field trips and as scheduled on the monthly themes. The home visitor must review Bus and Pedestrian Safety with newly enrolled families.
4. Teaching staff must document the Bus and Pedestrian Training in their lesson plan. The home visitor must document the training on the Tri-County Early Head Start Home Visit Plan. The teaching staff will give a copy of the lesson plan /home visit plan to the Education Coordinator.
5. The Education Coordinator will monitor the lesson plan/home visit plan to ensure all classrooms have completed the Bus and Pedestrian Safety Training within the first 30 days of the new program year.
6. Education Specialist will monitor the lesson plan/home visit plan to ensure that the Bus and Pedestrian Safety Training is being done before field trips and according to the monthly theme schedule.