

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

**Part: 1303 Financial & Administrative Requirements**

**Subpart: F- Transportation**

**Section: 1303.74 Safety Procedures**

**Subject: Fieldtrip Safety**

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**Policy:**

The Center Director is responsible for ensuring that designated staff maintain the care and safety of children while participating in field trips.

**Procedure:**

1. Center Director or designated person will make sure the transport vehicle contains a fully stocked first aid kit.
2. A teacher or designated person will assemble the field trip book, and first aid kit.
3. All teachers and the third person assisting with the field trip will carry a periodic roll call roster. Staff will always know where and which adult has their children.
4. There should be a periodic roll call of children by name throughout the day. Also, staff should check children in as they get on and off the bus by calling the children's names.
5. When stopping for a layover due to travel time, staff must check children on and off the bus by the periodic roll call roster of the child's name.
6. All Head Start/ Early Head Start children must wear the Head Start/Early Head Start t-shirts to and from the field trip. Staff will not remove T-shirts before returning to the center.
7. The designed staff will log in all children and staff going on the field trip (including a walking field trip) on the Bus Log and a copy of the Pre/Post Bus Log must be sent to the Health Services/Transportation Coordinator on the morning of the field trip and after the field trip by Center Director.
8. All children must return to the center from the field trip on the bus. Parents are not allowed to check or sign their children out on field trips.
9. If parents decide to transport their child to and from the field trip, parents and child will have to pay separate admission as a private party so Tri-County Head

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Start is not liable for any injuries or accidents that may occur during transport or while on the field trip.

10. Failure to comply with the Fieldtrip Safety Policy to ensure the safety of the children participating on field trips may result in termination of employment.