**HEAD START BUS MONITORING TRAINING**

Conducted on: \_\_\_\_\_\_\_\_\_

\_\_ Child boarding and exiting procedures

 Traffic

 Safe Zone

 When to get out of the bus

 Helping with restraints

\_\_\_Use of child restraints

 Requirements

\_\_\_Required Paperwork

 Daily Log

 Escort books (parent consents, bus routes, addresses, contact information, etc.)

 Bus Monitor Reports

\_\_\_Field Trips

 Center Posting

Daily Log

 Submit copies to transportation coordinator

\_\_\_Child added or removed from bus list

\_\_\_Responses to emergencies

 Vehicle accident

 Other

\_\_\_Emergency evacuation procedures

 Bus drills

\_\_\_Use of special equipment

 Seat belt cutter Fire extinguisher

 First Aid Kit Communication systems

\_\_\_Child pick-up and release procedures

 List of authorized adults

 If no one is home

\_\_\_Pre and Post trip vehicle checks

 Completed by driver

 Completed by escort

I have been trained in the procedures listed above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ruth Kelley

 Employee’s Signature Transportation Coordinator