**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