

Luzerne County Head Start, Inc. Bus Policies & Procedures



UNLOADING AT CENTER:

1. Education staff enter the bus to take roll using the picture cards.
2. Children will stay buckled.
3. Driver will explain to the teacher the whereabouts of the children who are not present during roll.
4. Education staff will initial roll books of driver and bus monitor after all children are accounted for.
5. The second person on the bus (contracted bus aide/Head Start staff) will go to the back of the bus.
6. Children will unbuckle and follow the education staff off the bus.
7. The second person on the bus will follow the children and check under and on all of the seats as they follow the last child off the bus.
8. Education staff will form a line with the children outside of the bus.
9. Once all of the children have exited the bus, the education staff will count the children and use the picture cards.
10. Driver will take the keys out of the ignition.
11. Driver will go to the back of the bus to turn off the Child-Mate system.
12. The bus driver will check the bus, looking on and under all of the seats.
13. The bus driver will then exit the bus with the backpacks to remain with the second person on the bus and the assistant teacher, while the education staff member steps onto the bus to perform the final walk through.
14. The education staff WILL be the LAST person to perform the walk through of the bus for each run entering the center.
15. The education staff will then have the children walk into the building with the assistant teacher, the second person on the bus (contracted bus aide/Head Start staff) and the driver.
16. The driver and the second person on the bus (contracted bus aide/Head Start staff) will bring the bus roll books and children's backpacks into the classroom.
17. The education staff will take roll using their cards once they are in the classroom.
18. The education staff will initial the roll books of the driver and the second person on the bus (contracted bus aide/Head Start staff).
19. The children are then received.
20. The bus driver will go onto the bus and place the "No Children Onboard" sign on the back door.

LOADING:

1. Bus driver will come into center to check the transportation board for any transportation memos.
2. Bus driver will enter the classroom to pick up backpacks.
3. Teacher and assistant teacher will place children in a line to go out to the bus.
4. Teacher and assistant teacher will use the picture cards to take attendance.
5. Teacher, assistant teacher, and bus driver will walk out to the bus with the children.
6. Children will enter the bus with the teacher and bus driver.
7. The bus monitor will also be on the bus.
8. The bus monitor and the teacher will help the children buckle.
9. Attendance will be taken together by driver, bus monitor, and an education staff member.
10. Once completed with roll, an education staff member will then initial the roll book of the driver and bus monitor to confirm all children have boarded the bus.
11. Once all children have been buckled and roll has been verified, the driver may begin the afternoon run.
12. At each bus stop, the child's parent/guardian will enter the bus to unbuckle his/her child.
13. The bus monitor will have the parent/guardian sign the bus monitor's roll book as verification that the parent/guardian is taking the child from the bus.
14. The bus monitor and bus driver will then complete the X in the roll book stating that the child has been received by parent/guardian.
15. After all children have exited the bus, the bus driver will find a safe spot to pull over.
16. The bus driver and bus monitor will then complete a walk through by looking under and on the seats.
17. Once bus is checked, the bus driver or bus monitor will place the "No Children Onboard" sign on the back door.
18. The bus driver and bus monitor will initial each other's roll book that the bus is clear and all children were received by a parent/guardian.