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### 3 ACCIDENT PROCEDURE FOR HS/EHS VEHICLES

If an employee or contracted driver is involved in an accident while using a Head Start vehicle, he/she must immediately file a report with the local police, highway patrol, or other appropriate jurisdictional division in accordance with the law. In the case of an accident, the driver (employee or contractor) is not the Head Start spokesperson and should not discuss liability or reimbursement.

Outlined below are the accident procedures for all bus drivers, employees and contractors when a Head Start vehicle is involved with another vehicle:

1. First, the employee or contracted driver **MUST** contact the police and have a police officer arrive at the scene of the accident. The police officer will need to complete an accident report to have on file at the police station.
2. The employee or contracted driver is responsible to gather the following information:
  - The nature and extent of the damage to any property and/or vehicle.
  - Name/address of both the legal owner and driver of the other vehicle, as appropriate.
  - License number, make and model of the other vehicle.
  - Time, place, site and road condition of the accident.
  - Name and address of anyone injured, and the nature of the injury(ies).
  - Name and address of any witness(es).
  - Exchange all necessary insurance information.
3. Contracted drivers will then contact their supervisor and Luzerne County Head Start, Inc. will contact his/her immediate supervisor to make her/him aware that an accident has taken place.
4. The Contractor or Supervisor will contact the Director of Operations immediately after the accident has been reported.
5. If the accident involves children, the Director of Operations will contact the Executive Director. The Director of Operations will then contact the Center Manager who will appoint a Head Start staff member to contact all families of children involved in the accident. The staff will give families all needed information and any other procedures.
6. The employee or contracted driver will then write all the details of the accident in an Accident Report and send by FAX to the Director of Operations within three (3) working hours of the incident.

The procedure for reporting an accident with a stationary object such as a telephone pole, a fence, etc. must be reported in writing to the Director of Operations of Luzerne County Head Start, Inc. by FAX within three (3) working hours of the incident. After working hours, the Contractor or supervisor will contact the Director of Operations.

#### 4 BUS SAFETY EDUCATION §1303.72 (a)

- Bus Safety is part of the ongoing parent training and classroom curriculum.
- In each classroom and bus there is a picture of the *DANGER ZONE* posted by the door at the children's eye level.
- The "*Donald Crews Bus Book*" should be available in the library corner. If a classroom teacher is in need of this book they shall contact the Director of Operations.
- During the In-home orientation, parents/guardians are instructed in pedestrian safety and instructed on buckling procedures and basic bus rules.
- Children are instructed on pedestrian safety within the first thirty days of school and instruction will continue every thirty days for any children who may enroll during the school year. This includes children in Head Start and Pre-K Counts programs.
- Classroom teachers are to develop activities to remind children of the bus safety procedures.

#### 4 THE DANGER ZONE

The DANGER ZONE is the 10-foot space around the school bus. The Danger Zone poster should be posted in the front of the bus and in all classrooms.

Show the children the diagram of the DANGER ZONE.

Tell the children: "Your bus driver cannot see small people or objects in the DANGER ZONE. Please stay out of the DANGER ZONE and always hold an adults hand while the bus is near your bus stop.  
Always wait for the red flashing lights before coming near the bus."

Ask the children if they have any questions.

Physically walk the children around the parked bus and show them the DANGER ZONE with every Bus Safety Evacuation Drill.

## **5 BUS SAFETY EVACUATION DRILL §1303.74**

Monthly, the bus driver, Center Manager and/or education staff are to conduct a Bus Safety Evacuation Drill. The bus driver, Center Manager, and/or education staff will provide instruction on how to safely evacuation of the bus and the danger zone around the bus. Classrooms that do not receive daily transportation need to complete a Bus Safety Evacuation Drill on each study trip or at least two (2) per year.

## **5 DIRECTIONS FOR COMPLETION OF BUS SAFETY EVACUATION DRILL FORM**

1. Each month, every class that receives transportation will participate in a bus safety evacuation drill.

2. The Bus Driver, in the presence of the Center Manager and/or Classroom Teacher will conduct a Bus Safety Evacuation Drill using the following explanation;

“Today we are having a bus safety drill so we all know what to do in case of an emergency. An emergency on a bus would be something like an accident or fire. An accident could happen if a car or truck would hit our bus. If something like that would happen, we would need to get off of the bus as quick as possible.”

“A bus drill will help us to remember what to do in a real emergency, so we will need to practice.”

“There are some rules when we have a bus drill,

1. First, everyone must stay very quiet so that you can hear the adult talk.

2. Second, you must unbuckle your seat belts.

3. Next, we will have to exit the bus. In a real emergency, we may not be able to go out the front door so we will have to practice going out the back door, the driver’s door, or the front door. Let an adult help you out of the bus.

4. We need to remember to stay quiet during our drill so we can hear all of the directions.”

3. “Once we are out of the bus, we must walk away from the bus. The bus has a DANGER ZONE around it. The DANGER ZONE is the area around the front, back, and sides of the bus where you may not be seen and are too close to the bus and not safe yet.”

4. “Do any of you have any questions?”

5. Show the children how and where to stand (approximately 100 feet from the bus).

## **6 DIRECTIONS FOR COMPLETION OF BUS SAFETY EVACUATION DRILL FORM**

- Bus drills can take place on the bus using the emergency door in the back, the entrance door, or the driver's door.
- Alternating the exit is encouraged.
- Be sure to time and record all evacuation drills on the Bus Evacuation Drill Sheet. The time recorded should start when the exit is open until the last child/person is out.
- The Center Manager must sign the sheet and send it to the Director of Operations of Luzerne County Head Start, Inc. and retain a copy at the center.

## **6 EDUCATION**

Greeting children daily in a positive manner sets the tone for the whole day!

An organized departure and pleasant ride makes for a successful transition from school to home.

In order to make the bus ride a positive experience there are two areas to consider:

- Make it fun! Preschool children love to sing songs, perform finger plays, or learn new rhymes.
- Preschool children's thinking differs from adult thinking. Please give concrete directions. For example, say, "buckle your seat belt so you are safe"

## 7 BUS SAFETY EVACUATION DRILL FORM

CENTER: \_\_\_\_\_ MONTH: \_\_\_\_\_

DRIVER'S NAME: \_\_\_\_\_ BUS NUMBER: \_\_\_\_\_

CLASSROOM #: \_\_\_\_\_ TEACHER'S NAME: \_\_\_\_\_

### BUS EVACUATION CHECKLIST

- 1. Instruct the children on what to do in a bus emergency.
- 2. Instructed children on the bus DANGER ZONE.
- 3. Showed the children the diagram of the DANGER ZONE.
- 4. Physically walked the children around the bus and showed them the DANGER ZONE.
- 5. Asked the children if they have any questions about the DANGER ZONE.
- 6. Children were allowed to ask questions about the evacuation drill.

### EVALUATION OF DRILL

1. Please evaluate the Drill §1303.74(b)
  - a. Children were quiet and listened to instruction.  
\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement
  - b. Children unbuckled and stood up in an orderly fashion.  
\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement
  - c. Children walked to the exit of the bus and exited in an orderly fashion.  
\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement
  - d. Children gathered quietly together approximately 100 feet from the bus.  
\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement
  - e. Drill Time: \_\_\_\_\_ # of Children on the bus: \_\_\_\_\_

8 DRIVER'S MONITORING REPORT	YES	NO	COMMENTS
Bus runs are at the one-hour limit or under §1303.73 (b)(1)			The length of the run:
Walk-through procedures are completed after every run (driver, bus monitor, education staff) (loading and unloading procedures/Education member last to check)			
Roll books are completed immediately by driver and second person on bus and initialed by education staff.			
Driver and monitor accompany children to &from classroom			
Danger Zone education is done by driver (bus) and teacher (classroom) Poster is posted on bus and classroom §1303.74(a)			
First-aid kit and Body Fluid Clean-up kit is completed			
No food, drink, or smoking is allowed on the bus			
Bus driver, children, staff, and families buckle up §1303.72(a)			
Bus was cleaned inside and out on at least monthly			(date):_____
Environment on bus is child related i.e.: Child appropriate music is played			
Children know how to exit bus in an emergency §1303.74			
Children behave in a safe manner on the bus (Document concerns):_____			
Children are released only to individuals on the Consent Authorization and Release Form §1303.72 (a)(3)			
Bus maintenance repairs are reported §1303.71 (e) (ii)			
Child Safety Restraint Systems (CSRS) are properly installed and maintained §1303.71			
Emergency Procedure is followed §1303.72			
Number of times that Emergency Contact were called when there was not an authorized adult at the bus stop			#
Dates that Emergency Contact were called when there was not an authorized adult at the bus stop			
Name of children whose Emergency Contacts were called when there was not an authorized adult at the bus stop (occurrences)			
Family Worker and/or Center Manager Notified immediately			

Bus Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Center Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**9 BUS DRIVER MONITORING REPORT (Center Manager’s Report)**

CENTER MANAGER’S MONITORING REPORT	YES	NO	COMMENTS
Danger Zone is posted in the classroom door and on the bus §1303.74			
Donald Crews’ <i>Bus Book</i> is in each classroom (Monthly bus/pedestrian safety is in the Education Curriculum)			
Child Check-Mate System is activated and checked weekly by the Center Manager. (Key with Center Manager on site)			
Roll Books are completed and initialed by driver and second person on bus during and after each run			
Roll Books are initialed and checked twice a week by Center Manager.			
Observation by Center Manager (twice per week) to ensure that all bus procedures are followed; loading and unloading procedures, Education staff last to check bus, and children counted.			
Driver has current license available for inspection (Checked and Copied Bi-annually by Center Manager and sent to the Director of Operations) §1303.72 (b)(1)			
Director of Operations and Family Engagement Team Notified of children returned on the bus immediately			

**Suggestions:**

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**Center Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 10 CHILD PASSENGER RESTRAINT SYSTEM §1303.71(d)

**All children**, when being transported in **any** Luzerne County Head Start Inc. vehicle, must be utilizing a Child Passenger Restraint System **at all times**. There will be **no double seating** with the child on the lap of another person at **any time**.

Although school bus vehicles are exempt from requiring children under the age of four to be secured in a child passenger restraint system, Luzerne County Head Start, Inc. and the Head Start Performance Standards require any child to be secured in a child passenger restraint system (car seat). All Luzerne County Head Start, Inc. children that are transported on a bus are to be placed in a child-restraint system as in accordance to the Head Start Program Performance Standard §1303.71. All Bus Drivers and bus monitors are trained on how to use child restraint systems.

In the event that children under the age of two years along with their parents needs to be transported on a bus, parents will be called upon to provide a child passenger restraint system. At no time will a child be transported in a Luzerne County Head Start bus without using a child passenger restraint system. Any adult riding the bus is required to wear a seat belt; this includes the driver, bus monitor, and staff member. Adults will not sit in a Child Restraint System.

## 10 CONSENT, AUTHORIZATIONS & RELEASE FORMS §1303.72(a)(e)

Each driver has a completed Consent, Authorization and Release form for each child and a list of children that are being transported on the busette. Attached to the Consents, Authorizations & Release form is a picture of the child so the child can be identified. Each driver is responsible to keep all paperwork up to date and neatly organized, in the binder provided, including Consents, Authorizations & Release form, the transportation memos, and the change of information form. A seating chart will be established at the beginning of the year and updated as needed and will be stored in the Emergency Contact binder.

Children are to **ONLY** be released to their parents or guardians as listed on the Consents, Authorizations, and Releases Form, or to those persons listed by the parents or guardians as emergency contacts. In cases where staff does not know the identity of the parent, guardian, or emergency contact person picking up the child, staff must see picture identification of the adult. Adults listed as emergency contacts must be 18 years of age or older.

## 10 CONTRACTED BUS SERVICES

The terms and conditions for the transportation of Luzerne County Head Start, Inc. children and their parents are outlined in the contract. Outlined below are the "other conditions" which specify the primary bus driver's duties. Additional duties are included in the Contracted Bus Monitor's job description. Copies of the job description are given to Center Managers, Contractors, Bus Drivers, and Bus Monitors at the beginning of the school year.

## **11 CONTRACTED BUS SERVICES**

Other conditions:

- a. Assist staff in maintaining a communication link between the center and the home.
- b. Maintain roll books of assigned children and ensure that each child is accounted for on a daily basis, including during and at the end of each run.
- c. Transport parents from their homes to the center or Central Office for special meetings and/or activities if approved by Center Manager and Director of Operations.
- d. Transport children, parents, volunteers and staff on study trips.
- e. Attend required trainings as specified throughout the year.

## **11 CONTRACTED BUS SERVICE TRAINING REQUIREMENTS §1303.72(a)(e)**

Bus drivers and bus monitors must attend mandatory pre-service training provided by Luzerne County Head Start, Inc. Annual meetings will be held in August or September, depending on academic calendar. All newly hired drivers and monitors will receive mandatory training prior to the first day on a bus.

Training topics for the annual bus drivers and monitors meeting include;

- Boarding and Exiting the bus procedures
- Correctly using the Child Restraint Systems
- Procedures for correctly completing and sending Pre-trip Inspection forms
- Procedures for correctly completing and sending Evacuation drill forms
- Emergency and accident Procedures
- Child release procedures

The bus contractors will also provide required training to all drivers and monitors in accordance with recertification under PA regulations for bus drivers. The bus monitors will be provided CPR and First Aid training. §1303.72(a)(e)

The Director of Operations will provide training for drivers and monitors covering various topics. The Director of Operations will inform the Center Managers, who will then inform the bus drivers and monitors of the training dates. The drivers and contracted aides must be present during this training time to review procedures and policies and to discuss any issues that may need to be addressed.

## 12 GENERAL INFORMATION:

- Seat belt cutters are located in front and back of the bus. They are hanging on the bus wall and are labeled. The law requires there to be one on each bus.
- Bus drills are held one time per month. Children may exit through the side door, the back emergency door, or through the driver's side door. §1303.74(b)
- The driver keeps all children and adult emergency sheets and the updated route that they travel in a binder on the bus at all times. §1303.72(a)(2)
- A copy of the route is given to the contractor and the Director of Operations. It is the driver's responsibility to update the route and distribute the updated list accordingly.
- Drivers are not to back up or make U-turns. §1303.73(b)(3)
- There is no smoking allowed on the bus.
- All buses are required to have an emergency communication system on board and labeled. Examples would be a radio system or cell phone.
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## 12 BUS WALK THROUGH PROCEDURE:

Education staff will be the last person to perform the walk through of the bus for each run entering the center.

## 12 PHYSICAL WALKTHROUGH

The bus driver, contracted monitor or second person on the bus, and education staff member are responsible for conducting a physical walk-through of the bus at the end of each bus run.

**Center Managers should be informed immediately if the bus driver, contracted monitor/second person on the bus, or education staff member do not follow the procedure.**

Roll will be taken before coming into the center and before departing from the center.

1. The second person on the bus will initial the driver's roll book after they have completed the physical walkthrough.
2. Child Check-Mate system is installed in all buses and must be activated/deactivated at the end of the run.
3. The Center Manager will be checking weekly that it is being used.

Once the physical walk through is completed by the contracted aide/second person on the bus and driver, the driver will post the "NO CHILDREN ONBOARD" sign on the emergency glass door.

### 13 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 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 check 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 On Board" sign on the back door.

## 14 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 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 On Board" sign on the back door.
18. The bus driver and bus monitor will initial each others roll book that the bus is clear and all children were received by a parent/guardian.

## 14 ESCORTING

The bus driver, the second person on the bus, the teacher, the associate teacher, and classroom aide, if available, **MUST** escort the children to and from the bus each day.

## 14 ROLL BOOKS (form attached)

The bus driver and bus monitor will utilize a roll book for each bus run. The driver and bus monitor are responsible for taking roll on the bus. The bus driver and teacher will follow this procedure during study trips as well. All individuals will complete the roll book at the time of each pick-up and drop-off indicating that all have been picked up and returned home/bus stop.

The bus driver and bus monitor are responsible for maintaining a daily written attendance roll of all children on his/her bus run. When a child is picked up a (/) will be placed in the block by the child's name and when the child is dropped off a (\) will be written over the (/) to create an (X). When a child is absent a (O) will be placed in the book. If a child come in late and rides home (O) will become (O). If a child comes in (/) and does not ride home (O) will be added next to the (/).

Parents/Guardians are to come onto the bus with the child to assist in buckling the child into his/her seat. While a child is being buckled in the seat by the parent, the bus driver and bus monitor will write a (/) in the roll book.

When the children are riding the bus to return home, the parent/guardian will come onto the bus to assist their child in unbuckling, take the child from his/her seat, and escort the child off the bus. The bus monitor will be holding the roll book at the front of the bus for the parent/guardian to initial before the child and parent/guardian leave the bus. Immediately following the parent/guardian initialing the roll book, the bus aide will write the (\) to complete the (X) and verify that the child has been transferred to the parent/guardian. This will verify that the parent/guardian has taken the child from the bus and is taking responsibility for release of the child. The bus driver will also write a (\) to complete the (X) in his/her roll book.

The bus driver will ensure that the bus monitor will initial the bus driver's roll book after all the children are off the bus and the physical walkthrough has been completed. The Center Manager will check the roll book and will initial the book two times per week.

## **15 BUS MONITOR (2<sup>ND</sup> PERSON ON THE HEAD START BUS) §1303.72(a)(4)**

Each bus run will have a bus monitor on board at all times.

### **POSITION RESPONSIBILITIES:**

- Maintain order in the loading zone and ensure that all passengers (adults and children) are properly seated and secured in a restraint system at all times.
  - Children will be secured in a child restraint system and the adult with a lap belt.
- The staff who rides the bus should place themselves in the center of the bus so that they can be easily accessible for children in the front and back of the bus.
  - If a child requires more supervision, then the staff should be near that child by either sitting next to or across the aisle from them.
- Interact with children while the driver is driving
- Report any behavior that cannot be redirected.
- Be friendly, cooperative, and courteous with all adults and children at all times.
- Assist in maintaining a communication link between the center and the home.

- Follow all guidelines written in Luzerne County Head Start's Operational Manual regarding transportation.
- Perform a walk-through of the bus at all designated times. (end of bus run, at the start of the bus run) Luzerne County Head Start staff always perform the last walk-through.
- If you are on the bus during a monthly bus drill, you must assist the driver and/or staff to get all children off the bus.
- No personal phone calls should be placed while on the bus.
- Assist in buckling all children and help to maintain a safe environment on the Luzerne County Head Start, Inc. bus.
- Assist staff in maintaining a communication link between the center and the home, conduct a physical walk through of the bus at the end of each run and initial the driver's roll book after each physical walkthrough has been completed.
- On the return trip home, all parents/guardians **MUST** initial the roll book of the bus monitor before exiting the bus with their child.
- Bus monitors and bus drivers **MUST** immediately mark their roll book as the child enters the bus.
- On the return trip home, bus monitors **MUST** immediately mark their roll books following the parent initialing the bus monitor's roll book.

## **16 ONE HOUR BUS RUN LIMIT §1303.73(b)(3)**

Luzerne County Head Start, Inc. buses (Head Start and Early Head Start) are limited to one hour bus runs. In the case where there would be a road closures, temporary family situation, or emergency situation and the bus would run over by a few minutes the Director of Operations must inform the Executive Director immediately.

## **16 ROUTING**

Routes are established prior to the first day of school and developed by the bus driver. A copy of the route will be completed by the end of September and given to the contractor, Director of Operations, the Center Manager, and one copy will be kept on the bus. As changes occur the driver will forward the updated routes to the above parties immediately.

## **16 ALTERNATE ROUTES §1303.73 (b)(7)**

If a bus driver or center become aware of an area they may be closed due to emergency road closing or detours, the driver will follow the detour that is established by emergency personnel or transportation authorities. If the center knows ahead of time that an alternate route will need to be followed, then parents will be informed of the temporary change by the center staff. If the driver comes upon the situation while in route, then the driver will contact their contractor who will then make calls to all parents informing them of the alternate route.

**17 CROSSOVER (SEE FORM) §1303.73(b)(5)**

In areas where children cannot be picked up/drop off on the right side of the street, a crossover form will be completed. The Family Worker will explain to the parent/guardian the procedure and will obtain a signature that they understand and agree to the procedure. The Family Worker will then forward the form to the Center Manager for a signature and then it will forward to the Director of Operations where it will be reviewed, approved, copied, filed, and return to the Center Manager. The Family Worker will provide a copy to the driver and the original will be kept in the family file.

**17 BACKPACK STORAGE §1303.72 (a)(2)**

All backpacks will be stored by the driver or the second person on the bus on the trip to school and the trip to return home. All backpacks will be secured properly and safely to ensure that the backpacks do not become a projectable object. All aisles and exits are to remain unobstructed at all times.

**17 CAMERAS**

Luzerne County Head Start, Inc. utilizes camera among Head Start buses. These cameras record voices and activities inside the buses, and also record activities outside in front of the buses. Drivers will sign a Responsibility Agreement each school year.

**17 CELL PHONES/TEXTING**

Drivers and staff members are prohibited to use cellular phones, while driving any agency owned vehicle. To answer or place a call, the individual must pull over to the side of the road. Texting is also prohibited while driving any agency owned vehicle.

**17 CHILD ABUSE**

Drivers and Bus Monitors are mandated reporters and as a mandated reporter, it is the individual's responsibility to report directly to CHILDLIne by phone call and or website. Refer to the procedure provided by the Family Engagement team. Flow chart will be posted on the bus.

**17 VOLUNTEERS**

Parents/Guardians, who are approved volunteers are always welcome on the bus to help in the classroom **if there is room available on the bus**. Volunteers must make prior arrangements with the Teacher/Family Worker/Center Manager.

At no time will a driver and/or the second person on the bus (contracted monitor/staff member) leave his/her bus with children on it to be attended to by a volunteer.

Parent/Guardian volunteers may bring a younger child (two years and under) on the bus if they are well behaved, do not cause an unsafe distraction on the bus, and there is room available on the bus.

## 18 EMERGENCIES

### EMERGENCY CANCELLATIONS: WEATHER EMERGENCY

LCHS classrooms for children will follow the school districts, within which the center is located, with their recommendations to cancel or delay. If the school district is not in session, for example for an Act 80 day, and LCHS is still in session, the Director of Operations, the Executive Director, and the transportation contractor will discuss the conditions and make a decision from there.

Cancellations, delays, early dismissals will be posted on the agency's website: [www.lchs.hsweb.org](http://www.lchs.hsweb.org) "Delays and Closings" and on the LCHS Facebook page. The Director of Operations will contact WNEP, Channel 16 **only** when the school districts are not in session.

**Individual cancellations** will be listed as "*LUZERNE COUNTY HEAD START/ (CENTER'S NAME)*" only when school districts are not in session. This notice is only for children. When districts are in session, each center will follow the district's decision to cancel or delay for children only. Families receive information about the procedures concerning delays, cancellations, and delays by October of each school year.

In the event ***all Head Start Centers, Pre-K Counts, Early Head Start, and the Central Office are cancelled***, our program will be listed on WNEP, the agency website, and the agency's Facebook page as "*LUZERNE COUNTY HEAD START CLOSED, NO STAFF*".

## 18 NON-WEATHER EMERGENCY

In the event of a non-weather emergency that would prevent classes for children, the following steps will be taken:

- Center Managers will assess the situation i.e. heat or plumbing problem and will contact the Director of Operations.
- The Director of Operations will notify the Executive Director with a recommendation.
- Staff will contact parents and closings will be posted on the website, the Facebook page, and WNEP, Channel 16.

## 18 DROP-OFF PROCEDURE WHEN NO PARENT/GUARDIAN IS AT BUS STOP

If a parent or responsible individual who is 18 years or older is NOT at the bus stop, the Bus Driver will adhere to the following procedure:

1. Call the numbers on Consents, Authorizations, and Release form to discuss where the adult is located.
2. The Driver/Bus Monitor will then call the Family Worker and/or Center Manager to inform them of the situation.

3. The Center Manager and/or Family Worker will then inform the Family Engagement Team and the Director of Operation **within 15 minutes**.
4. The Driver will continue on the run and will return to the stop after all children have been dropped off or before the Driver leaves the local area.
5. If a designated person is still not at the location, the Driver will call the Family Worker and/or Center Manager who will then call the emergency contacts again.
6. The Center Manager and/or Family Worker will then inform the Family Engagement Team and the Director of Operations that your child will be returning to the center.
7. This will be listed as an occurrence.
8. After one hour of no contact from the family, proper authorities will be contacted.  
**Please make sure all emergency contact numbers are up to date at all times.**

## **19 DROP OFF PROCEDURE FOR EARLY DISMISSAL**

The procedure for early dismissal would be the same as the loading procedures. If no parent or guardian is at the bus stop, please follow the drop-off procedure when no parent/guardian is at the bus stop.

## **19 SAFE TRIP CONFIRMATION FOR EARLY DISMISSAL**

The Director of Operations will receive a telephone call from the bus contractor confirming that all children have arrived home safely after an early dismissal. In the event that this does not occur, the Director of Operations or a designated staff member must be available to meet the bus driver and child at the center. The Director of Operations will contact the Executive Director notified him/her when no one can be contacted to receive the child.

## **19 HEALTH AND SAFETY:**

- Always have basic first-aid supplies readily available on the bus.
- Vinyl gloves must be worn for ALL contact with bodily fluids.
- Dispose of all soiled materials in trash bag and remove at the end of the run.
- Staff are responsible to complete an accident report when needed.
- Parents need to be informed of all incidents/injuries ASAP.
- Substitute riders (Second person on the bus) **MUST** use the emergency contact forms and photo ID to release children.
- Authorization, Consent, and Release forms will help to identify the children, addresses, and contacts of every child on the bus.
- Staff riding the bus must follow dress code guidelines for footwear.
- Be attentive for situations that are unsafe. Examples; behavior, improper use of restraints, and condition any equipment.

## **20 MEDICATION**

Any medication being sent to school with a child must be clearly marked with the child's name and medication instructions. The bus driver is the only person on the bus who may receive medication. The driver must then lock up the medication until the bus reaches the school. Once at school, the driver will hand the medication to the teacher.

## **20 DISCIPLINARY ISSUES**

The driver and/or contracted monitor is responsible for reporting any disciplinary problems directly to the Center Manager and/or the teacher. The Center Manager and/or teacher will assist the driver and contracted aide.

## **20 PERFORMANCE APPRAISAL FOR CONTRACTED BUS DRIVERS AND BUS MONITORS §1303.72(d)(3)**

Every contracted bus driver and bus monitor will receive an annual on-board observation and evaluation (including an evaluation on road performance) through their contractor. A copy of the evaluation will be sent to the Director of Operation at the end of the school year.

## **20 PREVENTIVE MAINTENANCE (SEE FORM) §1303.71(e)(2)(ii)(iii)**

The driver will complete a daily inspection pre-trip form. The completed form is to be given to the Center Manager as well as their contractor at the end of each week. The Director of Operations will keep a copy of each pre-trip form. If the driver discovers any problem/concern that poses a danger, the driver will ensure that the bus is in a safe location and then contact their contractor immediately. Drivers will inform the contractor and the Director of Operations of any preventive maintenance needed.

## **20 SUBSTITUTE DRIVERS**

It is the responsibility of the contractor to provide substitute drivers and bus monitor who meet all the regulations of the Pennsylvania Department of Transportation and have complete Act 33, 34, and FBI Clearances when the need arises. All substitute drivers and bus monitors must be preapproved by the Director of Operations and have received all required trainings.

## **20 TRANSPORTATION BULLETIN BOARD**

A bulletin board should be designated as a communication center for transportation information at each center.

Any messages concerning changes to the daily bus run must be written and initialed by the person taking the message and posted on the bulletin board for the bus driver. (Transportation Memo) No transportation changes will occur unless placed in a Transportation Memo.

## **21 EARLY HEAD START TRANSPORTATION**

It is particularly important that pregnant women and families with infants and toddlers have access to on-going, regularly scheduled health services and other community supports. Family and Nurse Educators will assist families with transportation needs when other means of transportation are unavailable. This type of transportation is provided utilizing Luzerne County Head Start, Inc. vehicles (cars and vans) and safety approved car seats. It will not be considered regularly scheduled transportation. Family and Nurse Educators can provide transportation only when it does not conflict with other scheduled home visits. Every effort is made to assist families in identifying alternate means of transportation.

Transportation to regularly scheduled activities, such as socialization activities and parent meetings is provided in Early Head Start vehicles, including buses, using child restraint systems which are appropriate for the weight of the child. When families are being transported to Early Head Start activities, Family Educators will provide each passenger with an identification and emergency contact sticker.

At no time are Early Head Start children transported without being accompanied by a parent or guardian. Only children enrolled in the Early Head Start Program, their siblings, and parents can be transported in agency vehicles.

The Early Head Start Health Specialist is responsible for ensuring that car seats are in good condition and are replaced when needed. The EHS Health Specialist will arrange for car seat safety training for staff.

Parents/guardians are provided with training on Bus Safety and Pedestrian Safety at their initial Orientation and then yearly to update. The Early Head Start staff person assigned to ride the bus will review bus safety information on a monthly basis as part of the socialization procedures upon arrival. Additional Pedestrian Safety Training is provided monthly in the EHS Parent Newsletter.

## **21 USE OF HEAD START VEHICLE ON AGENCY BUSINESS**

Note: Drivers/Employees in the Early Head Start Program must contact the Program Assistant/Center Manager for keys and sign-out information.

The use of Head Start vehicles is authorized through the office of the Director of Operations with the assistance of the Program Assistants. The Director of Operations is responsible for vehicle maintenance. Head Start vehicles may be used only in conjunction with official Luzerne County Head Start business. In addition, agency vehicles may be driven only by licensed, insured drivers who are members of the Head Start /Early Head Start staff. Fines or penalties for infractions of the law are the personal responsibility of the driver.

1. Authorized drivers must possess a valid driver's license and a Head Start/Early Head Start Identification Badge. Additionally, the driver must have completed a current *Additional Driver*

*Questionnaire* form from the agency insurance carrier and be on file in the Business Office. This form will be completed at the start of employment (Full Time employees). Part-time employees will be approved once all criteria has been met.

2. During business hours, keys can be obtained from the Program Assistant(s) or the Director of Operations and returned to the same. Special arrangements must be made for weekend and evening use by contacting the Director of Operations. The driver must sign out an agency vehicle indicating duration of time for use and destination or purpose.

3. Prior to returning the vehicle, the gas tank should be filled, using an agency gas credit card. This credit card can be obtained by the Program Assistant. Any maintenance problems must be reported to the Director of Operations immediately upon return to the central office.

4. While driving any agency vehicle, the driver must obey all driving laws and the use of a cell phone/texting is strictly prohibited. Should an individual need to make a phone call, they must pull the vehicle to a safe location and park the vehicle.



