

Operational Procedures for Bus Drivers and Monitors

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Performance Objective: (1310.15) Provide Bus Drivers and Monitors the knowledge needed to successfully manage the bus route they are assigned.

1. Every Head Start bus used to transport children on an established route or field trip will have a trained monitor present. This can be a paid staff member or volunteer. A trained monitor is essential to the safe transportation of this age group of children. The monitor will work under the direction of the bus driver. The bus driver may assign the monitor such duties as; seating children in designated seats, checking restraints for correct fit, managing the behavior of the children, playing a leadership role in getting children to participate in planned activities, complete a head count on the bus and when the children depart from the bus both AM and PM routes and assist the driver with paperwork and emergencies.
2. All employees with a CDL, other than Bus Drivers, will be required to drive 3 standard routes per school year to keep ensure safe driving practices.
3. Bus drivers shall wait no more than two minutes at any pickup or drop off point: i.e. at a residence, day care center, or place of employment of a parent/guardian. The authorized adult must come to the bus with the child or come to the bus to receive the child within the two-minute time frame.
4. When the child boards the bus, the monitor will meet outside at the base of the steps the child at the door with a pleasant greeting, follow the child up the steps and direct the child to their designated seat. The monitor will then assist the child with correctly connecting a restraint that is height and weight appropriate. When getting the child off the bus at the end of the day the monitor will depart the bus ahead of the child and then let the child exit while facing and watching the child.
5. The bus must be secured at end of each AM and PM route according to the procedures detailed in the Bus Loading/Unloading Policy.
6. All children must be in a car seat or restraint (harness) that is height and weight appropriate for the child.

7. A Bus Evacuation Drill will be conducted monthly and reported on the monthly Bus Report. The bus driver and monitor will play active roles in the Evacuation Drill, alternating usage of the passenger and rear emergency exit door every other month.
8. Staff is required to make "Safety Reminders" an integral development and individualized part of the program experience for all Head Start children, rather than discrete, daily, directly instructed lessons. Passenger and pedestrian safety awareness should be the primary focus of instruction.
9. All Bus Drivers and Monitors will receive training in Conscious Discipline, the program's curriculum for teaching children self-regulation skills.
10. Any special transportation requirements for children with disabilities must be specified in the Individual Education Plan (IEP) including:
 - (A) Special pick up and drop off requirements.
 - (B) Special seating requirements.
 - (C) Special equipment needs.
 - (D) Any special assistance that may be required.
 - (E) Any special training for Bus Drivers and Monitors.
11. Managing route and bus paperwork is a daily task that must be completed in a timely manner. Each individual that operates a bus on an assigned route or that uses the bus for field trips must complete:
 - A. A thorough Pre-trip Inspection and a Pre-trip Inspection form.
 - B. A Mileage Sheet for the trip showing starting and finishing mileage.
 - C. Daily Attendance sheet.
 - D. In-Kind forms, if volunteers involved.
 - E. Incident Report, if needed.
12. The following forms must be on bus at all times in the Readiness Notebook even though some are not used on a daily basis.
 - A. Left-Right Route Guide.
 - B. Passenger Roster that includes Child's name, Age, Classroom Teacher, Address, Phone number and Child's Weight.
 - C. Accident report form.
 - D. Incident report form.
 - E. Crisis Management plan.
 - F. Monthly Bus Reports.
 - G. Bus Operating Tips.
 - H. Transportation Policy from the Head Start Policy Manual: pages 11-2 thru 11-8

Monthly Reports

13. The last working day of every month, a Bus Report must be completed on all buses that are present at the center on that day. The report will then be turned over to the Supervisor and checked for accuracy. After checking the report and its accuracy, the report is then sent to the Transportation Coordinator at the ESC Central Office, reaching that office by the fifth of the following Month.
14. The monthly bus report must be completed by the 5th of the month and scanned to the Transportation and Facilities Coordinator. All forms must be signed (not initialed) by the individual completing the report and the Area Supervisor.

Bus Repairs

15. Any repairs needed to a bus must be pre-approved by the Transportation and Facilities Coordinator.
16. Any repairs identified by the Bus Driver must be placed on a work order and signed by the Area Supervisor and then scanned to the Transportation and Facilities Coordinator.
17. Any bus repair receipts must be provided to the Transportation and Facilities Coordinator within 1 week of the repair. The bus number must be written on the receipt and signed by the purchaser.

Cleaning the Bus

18. Keeping the bus clean is a very important part of protecting the finish on the bus. Cleaning inside and outside of the bus is not only important to the bus appearance; it is also a vital part of stopping the spread of germs. The bus must be swept out inside on a daily basis or upon return from a field trip. The bus must be washed as needed, but no less than once every two weeks. Special attention should be given to buses that travel over a lot of dirt roads, as this may require more frequent cleaning. Sometimes it may be necessary to use the cleaning wand (at the car wash) inside the bus, to do a more thorough job of getting the dirt removed.

Sterilizing Inside the Bus

19. Sterilization of restraints, bus seats, and handrails must be done on a monthly basis. It is preferred that the cleaning and sterilization take place after the last afternoon route of the week. This will allow for all chemicals to be dry before the children board the bus for the first route of the next week.