

LOADING AND UNLOADING PROCEDURES FOR BUS DRIVERS AND MONITORS

Policy Number:TF0307-05	Effective Date: 8/1/03 Revision Date: 2/9/17	Policy Council Approval Date: 12/17/13
-------------------------	-------------------------------------------------	-------------------------------------------

Performance Objective: Through education and training we will provide planned, safe, and efficient loading and unloading procedures to the children that are transported to and from the Head Start Centers.

Entering and Loading the Bus:

1. When the bus has arrived within 200 feet of the stopping point, activate the amber flashers. If on a state or federal highway the flashers must be activated 500 feet in advance of the stopping maneuver.
2. Stop the bus, allowing a 10 foot danger zone area, in the area determined to be the safest by the driver and the parent. Place the transmission in park, apply the parking brake. The driver must check the right and left rear view mirrors and windshield for oncoming traffic not slowing and traffic preparing to stop. If all is safe, the driver will open the passenger door. This activates all stop lights and the stop arm. If the parent, guardian or caregiver does not arrive with the child in hand it is permitted to honk or activate the backup buzzer. A 2 minute window for the child to arrive at the bus will be allowed and then proceed on.
3. The child must arrive hand in hand with the parent, guardian or caregiver at the bus. The Bus Monitor is allowed to escort a child to and from a business, such as a local daycare, if they remain in sight of the Bus Driver.
4. The monitor will disembark from the bus and meet the child and their parent or guardian at the passenger door.
5. The monitor will then assist the child boarding the bus by following the child up the steps.
6. The bus driver will then greet the child and mark them present on his/her attendance form as they get on the bus.
7. The monitor will then put the child in the assigned safety restraint and ensure the child is secured properly.
8. When the child is secured, the driver will then proceed to the next stop.
9. This procedure will continue until all of the children are safely aboard and then the bus will return to the center.

Loading: at the center to go home

1. When the children are leaving the center to go home, the driver may go to the classroom and escort the children to the bus or the driver will remain on the bus and staff will bring the children to the bus. If the driver leaves the bus, it must remain locked unless someone is outside to watch the bus. The monitor will take the attendance on the bus or at a designated area if necessary for safety reasons. The driver will take attendance as the children unload at their designated home stop.

Unloading:

1. After arriving at the center the driver will put the bus in park, set the parking brake, turn off the bus and remove the keys from the bus and then proceed to the back of the bus.
2. While the driver proceeds to the back of the bus she/he will unbuckle the children from their safety restraints but will have the children remain in their seats.
3. The monitor will retrieve the assigned attendance form and proceed to the assigned position outside of the passenger door where they will be met by another staff member from the center.
4. When all the children are free from their safety restraints, the driver will start at the back of the bus releasing the children from their seats from back to front, double checking the seats.
5. As the children get to the top of the steps the staff member that is assisting will safely aid the children down to the ground where the monitor will line them up and take attendance, at least 10 feet from the bus. Counting heads is unacceptable. In the case of rain or snow, it is acceptable to take the children to a designated area, out of the weather, and take attendance.
6. After all children are safely unloaded, the driver and monitor will compare their attendance forms to ensure accuracy and all children are accounted for.
7. The driver will then put the attendance forms in the assigned spots on the bus and proceed to the back of the bus for a final check and to post-trip the interior of the bus which includes securing the rear door, checking the safety restraints, closing all windows and placing the bus empty sign in the rear window.
8. The monitor and the assigned staff member will escort the children into the center and to their assigned classroom.
9. The driver will then proceed to post-trip the exterior of the bus and lock up the bus.