

# CHILD HEALTH AND SAFETY

## Subject: Transportation Policy

**Performance Objective:** The safety of the children is the highest priority at the Leech Lake Early Childhood Development program and the following procedure is in place in an effort to ensure that safety.

### Operational Procedures:

Because we work with children in the age range of three to five year olds we have had to take on a different perspective in the way we pick up and drop off the children we serve.

- Students may only have one designated bus drop off (i.e. home, daycare, etc.) and must be in our service area.
- If changing location, you must come in and do a new pickup and drop off and it will not go into effect for 24hr. Only in an emergency may your child go to a different location.
- If your child does not ride the bus for more than three days, then the bus will not stop; it is the parent's responsibility to call and talk to the teacher or let transportation know.
- Bus stops will be limited to 60-90 seconds per stop for less exposure.
- Children should be ready waiting for bus 10 min prior to their pickup.
- Students must have an adult Visible to the Driver when getting on/off the bus.
- Parent needs to communicate with Rider on A daily basis for possible changes in health.
- Parents need to stay 6ft away from bus at all times for less exposure.
- Your Childs Temperature will be taken before child enters the bus
- If a child is fussing trying to get them on the bus they will not be able to ride the bus, it leads to more exposure, so it's the parent's responsibility to get that child to school or keep them home that day.
- Parents will need to answer Covid questions before their child boards the bus.
- Parents must call in when their child will not be riding the bus.
- Parents must call BEFORE 3:00pm if they will be picking up their child at the end of the day and must be picked up by 3:15pm.

Buses are unable to turn around and go back to pick up a child, this disrupts the rest of the route and can make all of the children late for school. The bus will wait up to 2 minutes at each stop so have your child ready otherwise bus will leave to stay on schedule so parent and child must be waiting for the bus.

Any violations of these provisions may result in loss of bus privileges on all buses.

Pedestrian Safety Training is a requirement of the program. Children will learn about bus rules, safety measures, bus evacuations, crossing the street and safety seats. If you have any questions regarding this, please contact Transportation Department.

Parent/Guardian Signature

Date

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## DATA COLLECTION FORMS AND TRACKING TOOLS

<b>Forms:</b>	<b>Completed By:</b>	<b>Schedule:</b>
<b>REPORTS</b>		
<b>Reports:</b>	<b>Completed By:</b>	<b>Schedule:</b>
<b>STANDARD(S)</b>		
<b>State/Federal/Other</b>	<b>Number/Location</b>	<b>Title/Link</b>

# Major Responsibilities and Duties for the School Bus Driver

*The safety of the children in the program is our highest priority*

- **No CELL PHONE USE**
- **Must be on time and have monitor assist with the daily pre-trip inspection of bus**
- **Must have knowledge & use of safety equipment in the school bus**
- **Must have knowledge of Emergency Procedures in the event of an Accident**
- **Perform pre-trip daily, before A.M. routes / Perform post-trip daily, after P.M. routes.**
- **Perform daily bus routes as assigned and not make any changes.**
- **Drive defensively and faithfully obey all traffic laws.**
- **Check the interior of bus after each run for children who may be sleeping or hiding.**
- **Driver and Monitor must maintain a clean bus daily.**
- **Inform Transportation Coordinator of needed maintenance repairs.**
- **Never exceed the rated passenger capacity.**
- **Use professional judgment regarding road conditions.**
- **Perform bus evacuations monthly.**
- **Drop off children only at designated stops, unless given prior approval from the parent/guardian or Head Start Office.**
- **Remain with the bus during loading and unloading of children.**
- **Maintain a valid CDL license with School Bus Endorsement and immediately notify Transportation Coordinator of any interruption or revocation of your license.**
- **Submit monthly mileage report with all gas receipts, all daily pre-trip forms and weekly attendance sheets with any updates you have made**
- **Attend all transportation trainings and meetings.**
- **STOP ARM VIOLATIONS:**  
**The follow information is needed, when contacting the main office:**  
**Get license Number:            Make:                            Color:**  
**Direction of travel:**

I have read and understand the expectations of me as a Bus Driver for the  
upcoming school year: \_\_\_\_\_ Date: \_\_\_\_\_

## **School Bus Monitor Duties & Responsibilities**

*The Safety of our Children is our Highest Priority*

1. Greet each child and parent when picking up or dropping off a child
2. Be on time on a daily basis and assist the driver with daily pre-trip and post-trip inspections of the bus
3. Have knowledge & ability to use of all Safety Equipment on the bus
4. Maintain a weekly attendance log for the bus
5. Walk each child to the door or until you physically see an adult able to receive the child and to the door at all Family Child Care or Child Care Centers
6. Ensure all children are in their assigned seats and buckled up at all times and assist children who can't buckle themselves in
7. Ensure all children follow the appropriate bus safety rules
8. Walk children across a road or street in front of bus when appropriate (**children must pass 10' in front of bus**)
9. Sit behind the last child at all times when bus is in motion to observe child safety
10. Ensure that all children are off the bus by walking back through and doing a thorough sweep of the entire bus
11. When offloading children be the first off to ensure all children are able to off loaded safely
12. Have children line up outside of bus when offloading and count to ensure all children are accounted for
13. Assist the driver in maintaining a clean bus by cleaning the inside on a weekly basis



# Leech Lake Early Childhood

Revised  
 Date: \_\_\_/\_\_\_/\_\_\_

## Head Start Transportation/Emergency Contact

Child's Name:			
Parents/Guardians Name:	Home Phone:	Cell Phone:	Work Phone:
Home Address: (house number & street address)			

My child will be picked up and dropped off at home.

<b>AM Pick Up Information</b>
Address: (house number & street address)
<b>PM Drop Off Information</b>
Address: (house number & street address)

Emergency Contacts:				
Name:	Address:	Phone Number	Release to:	Do Not Release to:
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Allergies: (Food, Insects, etc.)

	___/___/___
Parent/Guardian Signature	Date