

# Northern Panhandle Head Start Inc.



## Transportation Policies and Procedures 2010-2011

## SECTION 1:

### **AUTHORITY AND REponsIBILITY OF HEAD START PERSONNEL IN PROVIDING HEAD START TRANSPORTATION SERVICES**

1. The Head Start Bus Driver shall not transport any person without prior authorization. Parents volunteering in the Center will be approved to ride the bus, provided adequate space is available. Siblings will be permitted to ride the bus on specified days provided space is available.
2. When transporting children to a field trip, staff will ride the bus, parents and siblings will be transported when space is available.
3. It is the responsibility of the Head Start Bus Driver to maintain proper discipline on the bus at all times.
4. It will be the duty of the Bus Driver to train students on bus safety, rules, evacuations as well as parents. Bus Safety Trainings are to take place each month when children are attending. Drivers will document safety trainings on the appropriate form.
5. The Head Start Area Coordinator may suspend any passenger's right to ride on the vehicle, if that person persists in violating duly established regulations. Such passenger or passengers shall be forbidden the right of further transportation on a vehicle until permission has been restored. The Area Coordinator, Bus Driver, the person involved in the suspension and the parents (if the passenger is a child), shall be notified immediately. Reinstatement to ride the bus shall be granted by the Head Start Director and should be based on a satisfactory understanding among the Area Coordinator, parent, child and Bus Driver.
6. The number of passengers enrolled to be transported on a bus at any one time shall not exceed the number that can be safely seated as per seating capacity of each bus. It is the responsibility of the Bus Driver to determine the number that can be safely seated.
7. An adult aide must be present to supervise and assist in the loading, transporting and unloading of students. It is the responsibility of the Bus Driver to ensure proper training of bus aides.
8. The Head Start bus driver shall not operate any vehicle for the purpose of transporting students that he/she knows to be unsafe.
9. The Bus Driver shall not stop and pick up or discharge passengers except at regularly designated stops, which shall be designated by the Bus Driver and approved by the Licensing/Transportation Coordinator.

10. The Head Start Bus Driver shall make a full stop for pupils to enter and leave the bus and shall activate eight-way loading lights 100-300 feet from the intended stop. It shall be unlawful to operate any flashing warning signal light on any Head Start vehicle except when any said Head Start bus is stopped, or is in the process of stopping on a highway for the purpose of permitting Head Start children to board or exit from the Head Start bus.
11. The waiting period at each stop is limited to one (1) minute, except when the bus has arrived early, the bus may wait longer.
12. The Head Start Bus Driver shall further exercise special caution when activating eight-way loading lights so as not to trap, or establish a hazardous stopping situation for drivers of vehicles approaching his/her vehicle from the front or rear.
13. When it is safe to do so, the driver can move the bus from the flow of traffic and use the 4-way hazard lights to pick up and drop off children.
14. No child or children are permitted to cross the roadway after alighting from the Head Start bus, the Bus Driver must pick up and dispatch children on the same side of the road or (home side) as their home, whenever possible. (With the exception of one-way roads.)
15. When there is on other safe option and children must cross the road, the bus monitor/aide will walk the child across the road, after a signal from the driver tells them it is safe to do so.
16. The Bus Driver will signal the monitor/aide after checking traffic in all directions that it is safe to cross with a thumbs up sign.
17. Buses will stop short of the pick up point by 10-12 feet when loading children.
18. The Head Start Bus Driver must not stop to pick up or discharge passengers within 200 feet from the crest of a hill or curve where it is not in full view of oncoming traffic.
19. When stopping to load or unload passengers near a railroad crossing, Head Start Bus Drivers will maintain the required distance in the front or back of the bus. (15-50 feet).
20. Head Start Bus Drivers will avoid jerky starts, sudden turns or swerves and abrupt stops.
21. Bus Drivers will plan their route to avoid backing and U-Turns.
22. Head Start Bus Drives must communicate effectively with traffic and pedestrians around them by giving proper signals and warnings when turning or stopping.
- 23.** At the close of EACH SCHOOL DAY, the Head Start bus driver shall use the following procedures in loading the children:

- A. See that his/her bus is parked before the close of school at the place where the pupils regularly board it or at designated site.
  - B. Consult with Head Start Teacher as to any changes in schedule and check off names on daily run sheets kept daily by each driver to assure that the correct children are on the bus. Any change will be presented in writing and signed by the driver.
  - C. The Head Start Driver is to remain in the driver's seat while children are boarding the bus and bus aide is seating children in safety vests. **All staff are to help children into safety vests to avoid long wait times when leaving at the end of the day.**
  - D. See that all children are aboard before the bus starts, to ensure that buses are not idling for excessive amounts of time.
  - E. Start the bus only after you are sure that no one outside the vehicle is in an unsafe position in relation to the vehicle.
  - F. At the center the loading and unloading shall be done off the highway in a loading zone or on the center grounds in a special area designated for such purpose. The bus must be facing traffic in a legal direction and in such direction that has freedom to drive from the center without undue maneuvering. If such practice is impossible, the bus hazard warning lights shall be activated while loading and unloading pupils on the roadway.
  - G. Drive with extreme care away from the center grounds and under no circumstances shall the bus exceed a speed of fifteen miles per hour in the vicinity of the center building.
  - H. Backing of buses on school grounds will not be permitted while children are present.
24. The Head Start Bus Driver shall see that all aisles leading to the doors are kept free of objects that could cause anyone getting on and off to trip or fall.
25. The Head Start Bus Driver shall not allow any child or object to occupy such a position on this bus as will interfere with his/her vision to the front and sides by means of the mirror to the rear or interfere with the operation of the Head Start bus.
26. The Head Start Bus Driver shall not allow at any time, while the bus is in motion, any student including the bus aide to stand forward of the stanchion or barrier at the back of the operator's seat.
27. The Head Start Bus Driver shall not permit pupils at any time to extend arms or head out of bus windows.
28. The Head Start Bus Driver shall not allow any unauthorized person to occupy his seat, drive the bus, or tamper with the motor or its controls.
29. The Head Start Bus Driver shall not leave his/her bus at any time while the engine is running or the parking brakes are released.
30. Before exiting the bus the Bus Driver will set the parking brake and remove the ignition keys from the switch.
31. The Head Start Bus Driver shall not drive the bus backward on the school grounds or at a loading or unloading point unless it is absolutely unavoidable, and then only when pupils are not in close proximity of the bus or there is a designated number of the Head Start staff on the ground directing such movement.

32. If backing is unavoidable at a child's home, the child will be picked up first before any backing takes place.
33. The Head Start Bus Driver shall see that the service door is closed at all times when the bus is in motion.
34. The hazard lights will be activated to warn other traffic that the bus is preparing to stop for a railroad crossing.
35. The Head Start Bus Driver shall bring his/her bus to a full stop not more than 50 feet or less than 15 feet from the nearest rail of any railroad.
36. The Head Start Bus Driver shall observe the established limits of all segments of his/her established route or routes and approved by the Licensing/Transportation Coordinator. No extension, cutback or change of route shall be made except in case of an emergency without permission of his/her immediate supervisor.

### Alternate Routes

37. Bus Drivers will at times need to make the decision to change the route in the event of a hazardous condition, road condition or accident: The following procedure should be followed if the route should need to be changed:
  - In the event that the regular bus route cannot be completed as usual: in case of an accident or a hazardous condition, the bus driver will change the route to avoid contact with the effected area.
  - The bus driver will need to inform their A/C of the change immediately.
  - The A/C will notify the Licensing/Transportation Coordinator as soon as possible upon being given the information by the bus driver.
  - Information from the driver should include:
    1. Location of the hazardous condition or accident.
    2. What alternative route will be taken.
    3. Will the alternative route need to be used one time or will it be used several days. (if a road is closed for repair-water line rupture, etc.)
    4. The bus driver will indicate the route change on the daily bus run sheet.
- If the alternative route will be used for several days, the bus driver will complete a bus run list and map and turn it in to the Licensing/Transportation Coordinator.
- The bus driver will notify parents of the use of the alternative route if it will effect the order in which children are picked up or dropped off or the time of pick up/drop off will change.
- The bus driver will notify their A/C and the Licensing/Transportation Coordinator when they resume the regular bus route.
38. In the event of a change in the bus route or time schedule, the parents/guardians shall be notified in advance by the Head Start Bus Driver or Teacher in so far as is reasonably possible. If for any reason the Bus Driver is caused to detour in his/her route, he/she shall report same to the Area Coordinator immediately and on the Daily report form.
39. Any change in schedule by parent will normally require a one-day written request on the Transportation Release Form. Any request by phone will be taken down in writing and the staff taking the message will sign the statement and have the driver initial it. A

change of this nature shall be of an unavoidable nature and brought to the attention of the Area Coordinator. Such documentation shall be kept on file at the center in the child's file.

40. In case of an emergency which may require the bus to stop on the traveled portion of the highway for any length of time, the Head Start Bus Driver shall promptly display warning Red Reflective Triangles. It is the responsibility of the Bus Driver to see that such reflective triangle kit is carried in the bus at all times. Warning flashing hazard lights shall also be activated.
41. In case of accident or breakdown while the bus is transporting children, the Bus Driver shall not leave the bus to summon help until provisions have been made for the care and safety of all passengers.
42. The Head Start Bus Driver shall not operate the bus on any street or roadway without snow tires when the existence of ice and/or snow on such streets or roadways creates any doubt in his/her mind as to whether it is safe to drive on.
43. Use automatic chains if conditions worsen during route.
44. All road hazards shall be reported to the teacher, home visitor, and area coordinator by the bus driver as soon as possible after observing or encountering them. The Bus Driver is responsible to report to the Area Coordinator about a decision as to whether children will be transported that day, or if conditions exist that would be to hazardous or unsafe to transport children.
45. The Head Start Bus Driver shall direct and supervise an emergency exit drill once a month. Once a month during the school year, he/she shall direct and supervise the bus passengers in emergency exits from the bus by way of the rear or emergency door and also by the front service door. He/she shall also explain the purpose of and to a reasonable extent, show the passengers how they may quickly and safely exit by way of the emergency push out windows. Such windows must not be opened by the children unless in an emergency or as directed by the bus driver. All bus aides shall also take part in these drills. Emergency exit drills shall be documented on the proper form and signed by the center/home base Teacher and turned in at the end of the month to the Area Coordinator. The Area Coordinator will give forms to the Licensing/Transportation Coordinator by the 3<sup>rd</sup> of the following month.
46. **Drivers will complete an emergency evacuation drill for Early Head Start and Home Base at every socialization.** Fire Drills are to documented on the appropriate form and signed by the Teacher/Parent Educator and Bus Monitor, turned into Area Coordinator with end of the month paper work, the Area Coordinator will turn in to the Licensing/Transportation Coordinator by the third of the following month.
47. The Head Start Bus Driver shall not permit the display of any advertising signs inside or outside of his/her bus. This prohibition does not apply to the proper use of approved professional safety posters. The use of banners and/or posters pertaining to Head Start or other activities are not permitted.
48. The Head Start Bus Driver shall transport no freight, baggage, or merchandise of any kind while the bus is transporting children, except the property of the passengers or that of the Head Start program. Any equipment on the bus must be securely fastened.
49. The Head Start Bus Driver shall be responsible to see that his/her bus is equipped with an approved first aid kit that is fully equipped and in good condition. The first aid kit shall

be kept under driver's seat or in its regular place. Supplies will be replaced by filling out the appropriate form and turning it in to the Health Nutrition Coordinator.

50. The Head Start Bus Driver shall be responsible to see that the fire extinguisher is ready for effective use at all times and be adequately trained to effectively use the extinguisher. Fire extinguishers are serviced yearly in August by Fire Protection Services. Drivers are trained yearly on the proper use of the extinguishers during pre-service in August.
51. The Head Start Bus Driver shall not transport with children any highly flammable material, firearms, explosives, or anything of a dangerous or objectionable nature.
52. The Head Start Bus Driver must never put fuel in the tanks with parents and/or children aboard.
53. The Head Start Bus Driver shall make a verbal report immediately and within twenty-four (24) hours a written report to the Head Start Director and the Licensing/Transportation Coordinator of any and all accidents including those resulting in the slightest bodily injury and /or property damage in which his/her bus or passengers are involved.
54. The bus driver will contact the State or local police to have an accident report completed. The bus driver shall make such additional written reports as are required by the West Virginia Motor Vehicle Law. Copies of such reports will be kept in the personnel file of the driver involved in the accident.
55. The bus driver must ensure that the bus is checked by the contracted maintenance provider prior to transporting children after an accident involving the bus.
56. The Head Start Bus Driver shall complete accurately and file promptly all daily, weekly, monthly and other reports, which may be required of him/her by the Area Coordinator.
57. Any violation of parents or children of the Transportation Policies will be reported to and noted in writing by the area coordinator. A letter will be sent to that parent citing the policy violation. Three (3) violations will automatically call for the suspension of transportation service to that child with the approval of the Head Start Director.
58. Parents will submit a list of three (3) individuals including themselves having their permission to pick up their child/children. This information can be obtained from the emergency medical card or parent agreement.
59. Parents or a responsible adult must bring child to bus and be present when child returns. No child will be discharged unless the parent or responsible adult of that child is present. If one violation is noted, the center/home base Teacher and FRA will visit the parent home to assess the problem and to deliver a letter assuring the clearness of the policy. If a second violation occurs, the Area Coordinator, center/home base Teacher, and FRA will visit the parents and deliver a warning letter as to the seriousness of the problem and of future possible consequences. If still a third violation results, it will be the option of the programs Executive Director to discontinue transportation services.
60. Any individual picking up children who normally are provided transportation by the Head Start program, must sign a release and present two (2) forms of identification i.e., driver's license, credit cards, social security card, etc. Information obtained by driver will be identified on the daily run sheet margins.
61. If a child that is part of a normal route is absent for three days, and no contact has been made, the driver will not continue to stop at that location after the three days if no contact has been made with the family. The Teacher or FRA will contact the family. If the child has been sick and the parent tells the Teacher/Home Visitor or FRA that the child will be

able to return to class the following week the bus will resume normal pick up and drop off of that child. The Area Coordinator, Teacher/Home Visitor, FRA and Bus Driver will keep each other up to date on the progress of the Family.

62. All Head Start Bus Drivers must keep vehicles clean both inside and out at all times, following WV School Bus Transportation Policies and Procedures Manual, Appendix A, pages 23 and 24.
63. All Bus Drivers must follow the confidentiality policy established by Northern Panhandle Head Start, Inc.
64. All Bus Drivers must be courteous to all parents and conduct themselves in a professional manner.
65. Any unauthorized use of Head Start vehicles will result in immediate dismissal of staff.
66. The Bus Driver and Teacher/Home Visitor will be responsible for assuring all children are off the bus upon arrival at the center.
67. Drivers will do an initial training with parents of enrolled children during the orientation process August – September that will cover:
  - passenger safety
  - stopping the bus
  - cell phone use
  - pedestrian safety
  - evacuation procedures
68. Training will be documented on the appropriate form and turned into the Licensing/Transportation Coordinator immediately after training is complete.

### **REQUIRED TRAININGS**

- WITHIN THE FIRST THIRTY DAYS OF SERVICES THE BUS DRIVERS WILL TRAIN THE PARENTS AND CHILDREN ON PEDESTRIAN SAFETY.
- WITHIN THE FIRST THIRTY DAYS OF SERVICES THE BUS DRIVERS WILL TRAIN PARENTS AND CHILDREN ON HOW TO SAFELY EXIT THE BUS DURING AN EMERGENCY.
- THE BUS DRIVERS WILL CONDUCT ONE EVACUATION DRILL EACH MONTH AND AT EVERY HOME BASE AND EARLY HEAD START SOCIAL.
- THE BUS DRIVER IS REQUIRED TO COMPLETE A FIRE EVACUATION DRILL DURING FIELD TRIPS, THE PURPOSE IS TO ASSURE THAT CHILDREN AND PARENTS THAT ARE NOT NORMALLY TRANSPORTED KNOW THE PROCEDURE.
- THE BUS DRIVERS WILL PROVIDE BUS SAFETY TRAINING ONE TIME PER MONTH TO CHILDREN AND FAMILIES. BUS SAFETY TRAININGS MUST BE DOCUMENTED ON THE APPROPRIATE FORM AND TURNED IN WITH END OF THE MONTH PAPERWORK.

## **QUALIFICATIONS FOR THE EMPLOYMENT OF HEAD START BUS DRIVERS**

1. All Head Start Bus Drivers must be at least twenty-one (21) years of age and must have had at least one (1) year's experience as a licensed operator of a motor vehicle. Each Head Start Bus Driver must have a CDL license with passenger and school bus endorsement and acquired a certificate from the WV DOE for state certification.
2. Each Head Start Bus Driver shall be able bodied, free from communicable disease and strong enough physically to handle the Head Start bus with ease. He/she shall also be able to meet all other qualifications of the bus driver job description.
3. Before entering into the discharge of his/her duties as a Head Start Bus Driver, the applicant shall have a physical examination. The original report of the physical examination shall govern eligibility except in cases where correction may be made by corrective lenses and further except in the event the Head Start Director, Area Coordinator, or Human Resource Manager feel that the original report is inaccurate or questionable, the applicant may be required to take another examination by a physician or specialist designated by the Human Resource Manager. The Head Start Bus Driver must pass First Aid and CPR training and have a current TB tests are required.

**SECTION II**

**SAFETY AND ACCIDENT PROCEDURES**

## SECTION II

### SAFETY AND ACCIDENT PROCEDURES

#### **A. FIRES:**

Procedure:

Turn off the ignition key

1. Prevents whirling fan blades from fanning fire.
2. Stops gas from entering the engine.
3. Stops possible fire in electrical system.

Evacuate all passengers from the bus to a safe location 200 feet from the vehicle.

Use fire extinguisher

1. Direct nozzle at base of the flames, but do not waste contents of fire extinguisher through improper use.
2. Fight fire closest to fuel tank first, but get away if flames are around fuel tank.
3. Keep your back to the wind.
4. Fight the fire from outside the bus.
5. If fire is in engine compartment, raise hood if possible or direct extinguishing spray through louvers.

#### **B. TO PREVENT FIRES:**

1. No smoking is permitted at anytime on/near the bus.
2. Avoid excessive application of brakes going down hill (excessive friction causes fires).
3. Keep all electric cables and electrical connections clean (watch for worn insulation).
4. Keep all fuel lines and connections clean and tight.
5. If you smell something apparently hot, stop and investigate.
6. Shut off the ignition before filling gas tank.

### **C. ACCIDENTS:**

A driver who has been involved in an accident should memorize the four (4) basic steps to be taken because they MUST be followed at the scene of any accident involving a Head Start vehicle.

#### **I. PROTECT THE SCENE:**

To prevent other vehicles from colliding with the bus or any other vehicle or object involved in the collision, when a street or highway is blocked or partially blocked, reflectors should be used immediately. If people gather at the scene, the alert driver can easily persuade some of them to act as flagman to direct traffic away from the immediate scene. At night, even in the city if the street or highway is blocked, reflector flares should be placed in a manner that will best protect the vehicle or vehicles involved.

#### **II. SEND FOR HELP:**

The next step is to secure help as soon as possible. Send for help – do not go for it. A professional driver can best protect his/her bus, his/her children and his/her own best interest by remaining at the scene.

#### **III. CARE OF THE INJURED:**

Remain calm and act in a reassuring and competent way. The driver must stay with the children and keep the children on the bus unless there is a fire or danger of fire. The bus aide or volunteer must go to the nearest phone or wait for a passerby to help. Evacuate in an unsafe position due to an accident, mechanical failure or poor road conditions. Move the children 200 feet from the vehicle.

In case of an emergency or accident where injuries may have occurred, an ambulance must be called and all passengers examined and evaluated for injuries upon recommendation of the Emergency Medical Technician (EMT). All or part of the passengers is to be taken to an emergency medical facility for further examination and evaluation. Emergency medical card must be with passenger if taken to hospital.

While help is on the way, the driver should see that the injured person is lying flat and moved as little as possible, kept warm and if he/she is conscious, try to reassure him/her by telling him/her that help is on the way. Stop bleeding. Use any cloth that comes to hand even if it is dirty or anything to apply direct pressure. Doctors can combat infection easily but can't help a person who has bled to death.

Do not permit any well-meaning people to move or handle the injured person.

#### IV. GET WITNESSES:

If anyone present states in your presence that the accident was your fault, be sure to try to find out his/her name. Be sure to try to get the names of injured before they are removed from the scene. Get the names of badge numbers of any investigating officers of the law. If an ambulance comes to the scene, be sure to get the name of the hospital or funeral home to which it belongs. If a wrecker moves any vehicle involved, get the name of the garage that owns the wrecker. Get the name of the other driver in a collision accident. BE SURE to get the license number of all vehicles involved and the license number of the driver (this is very IMPORTANT).

The driver shall be held responsible for immediately discontinuing from use, in transporting children, the bus of which he/she is the operator, whenever any accident shall occur or any defect develops in any such vehicle, which renders the continued operation of the vehicle unsafe for the pupils.

The driver shall immediately make a verbal report, then within twenty four (24) hours, a written report to the Licensing Transportation Coordinator or Head Start Director, of any and all accidents, including those resulting in the slightest bodily injury and /or property damage in which his/her bus or passengers are involved. He/she shall make such additional written reports as required by the area coordinator or Head Start Director.

Remember—If any part of your bus bumps, scrapes, or touches any other object causing damage to your bus or the other object, YOU HAVE HAD AN ACCIDENT!!!

The legal responsibility of the Head Start Bus Drivers with regard to accidents is carefully set forth in the Motor Vehicle Laws. Such laws should be studied carefully.

Failure to comply with this regulation may result in the revocation of the person's license, state certification and/or termination of employment.

In the event of an accident involving a Head Start bus while transporting children, the Bus Driver's first responsibility is for the care of his/her passengers.

Knowledge of First Aid procedures may save the lives of passengers. The Red Cross Manual should be part of every Bus Driver's equipment. Particular emphasis should be given to those sections dealing with shock, bleeding, and moving the injured.

Follow the **Emergency Policies, Procedures and Plans:**

### **Transportation Bus Accident/Disaster**

Centers located near major transportation routes could be susceptible to accidents at or near the building site.

#### **Procedure for a Transportation Accident or Disaster:**

1. If a bus is in an accident the **bus driver** must call the police department or 911.
2. The **bus driver** will administer first aid if necessary.
3. If there are any injuries requiring emergency care the **bus driver** will inform the police dept. or 911 upon calling.
4. Call an ambulance if necessary, if 911 is not available.
5. The **bus driver** will provide emergency responders with information for injured children.
6. If the **bus driver** is unable to perform duties due to injury, the bus aid would assume responsibility of the children until emergency personal arrive, or other Head Start staff.
7. The **bus aid** will help to keep children calm.
8. If the bus needs to be evacuated-follow the evacuation plan for buses.
9. If it is safer to do so children may be kept on the bus. Such as an accident or breakdown in a high traffic area.
10. The **bus driver** will contact the center.
11. The **Teacher** will notify the Area Coordinator of the accident..
12. The **Teacher** will notify parents of the accident and advise them on what to do. If children will be transported to the hospital, advise parents to meet at the nearest hospital.
13. The **Area Coordinator** will notify the Licensing/Transportation Coordinator for guidance or assistance.
14. The **Licensing/Transportation Coordinator** will call for towing, or maintenance co. to assist in removal of the bus from the accident site.
15. The **Area Coordinator** will go to the accident site if possible to offer support or assistance.
16. The **Licensing/Transportation Coordinator** will have another bus if available to pick children if they will be transported on to the center or home (if the accident is not so sever).
17. Follow instructions of emergency responders until further instructions are received.

## **Child Left on Bus**

**If a child is left on a bus unattended use the following procedure:**

1. The **Teacher or FRA** contacts the Area Coordinator immediately and document time.
2. The **Area Coordinator** contacts Central Office and arrange for someone to meet the staff at the bus.
3. The **Teacher/FRA/Assistant** contacts the parent.
4. The **Teacher** (2 staff if possible) goes to the bus.
5. Two staff or staff and parent arrive at the bus and return the child to the center or home.
6. The **Area Coordinator** contacts the bus driver and bus aid to review the situation.
7. The **Bus Driver** documents the situation immediately and submits information to the Area Coordinator within 24 hours.
8. The **Teacher** visits the family immediately following the incident. Documents immediately after visit to family and submits to Area Coordinator within 24 hours.
9. The **Executive Director** contacts the family within 24 hours.

**Items in place to prevent children from being left behind:**

1. The **Teacher** does a headcount of children riding the bus and tells the bus driver.
2. The **Bus Driver** lists all children being transported on a daily run sheet.
3. **Parent/Guardian** must sign each child off and on the bus.
4. The **Bus Driver** recounts the children before leaving the center to make sure that the number of children counted match.
5. After each bus run the **Bus Driver** must walk to the back of the bus to check for children.
6. The **Bus Driver** must also walk to the rear of the bus to shut the child minder system (installed in all buses used to transport children) off.
7. **Bus Drivers** are to report to the center that all children have been dropped off at the end of each bus run.

**Procedures at the site of signs of Violence  
Physical Confrontation, and or Threat**

**Procedures at the bus pick-up or drop-off location of signs of violence or disturbance.**

1. The **Bus Driver** does NOT stop to drop off or pick up any children at the location.
2. The **Bus Driver** drives away from the drop-off or pick-up point immediately.
3. The **Bus Driver** or bus aid calls the police-use cellular phone. If cellular phone is unavailable stop at the nearest safe phone location.
4. The **Bus Driver** continues with the rest of the bus run.
5. The **Bus Driver** calls the Teacher.
6. The **Teacher** will call Central Office to inform them of the incident.
7. Children unable to be dropped off due to the incident at the drop-off point will be returned to the center.
8. **Site staff** calls parent/guardian or use emergency contacts.
9. **Staff, witnesses and volunteers** document the situation immediately and submit to Area Coordinator within 24 hours.

### **Health Problems or Injury to child off-site or on a field trip**

1. The **Teacher/FRA** calls emergency services if warranted.
2. The **Teacher** assesses injury.
3. The **Teacher** follows first aid procedures.
4. The **Teacher/Assistant/FRA** contacts central office.
5. An assigned **Central Office Staff** goes to the center, hospital, or medical facility if needed.
6. The **Teacher/FRA** contacts parent by any means available as soon as possible.
7. The **Teacher** remains with the children at the field trip.
8. The **Bus Driver and Bus Adie/Staff** transport the children home from the field trip.
9. **FRA/Assistant** takes the child's Emergency Card and remains with the injured child in the ambulance or follows the parent to the hospital or medical facility.
10. **FRA/Assistant** remains with the injured child at the medical facility until the parent/guardian or emergency contact arrives and the child has been evaluated.
11. Staff observing the injury documents immediately, faxes or calls the Health/Nutrition Coordinator, and submits the Injury report to the Area Coordinator within 24 hours.
12. The **Teacher** completes and sends the Injury Reporting Form to the parent/guardian and instructs parent to return within 24 hours.
13. The **Teacher** contacts non-staff/volunteer witnesses immediately and gets a written statement pertaining to the injury and instructs them to turn in within 24 hours.
14. The **Teacher** submits all documentation to the Area Coordinator within 24 hours.
15. The **Teacher** visits the child/family at the hospital or in the home. (Document)

## **Pre-Trip Inspections**

## D. PRE-TRIP INSPECTION PROCEDURE:

You do a pre-trip inspection before each trip to find problems that could cause an accident or breakdown. You should do a pre-trip inspection the same way each time so you will learn all the steps and be less likely to forget something. The following four-step procedure should be a useful guide.

### 1. Vehicle Overview –

Approaching the bus, notice general condition. Look for damage and vandalism. Look for vehicle leaning to one side. Look under the engine, transmission, fuel tank and differential for evidence of fresh oil, coolant, grease, or fuel leaks. Check for pipes, wires, hoses, etc. hanging under the vehicle. Check the area around the vehicle for hazards to vehicle movement (people, other vehicles, objects, low hanging wires, limbs, etc.). Check for vandalism to the fuel tank.

### 2. Engine Compartment -

Check that the parking brake is on and/or the wheels are chocked. Remove the ignition key whenever you are not behind the steering wheel. Open the hood. Make sure the safety latch, rod, hinge, or cable is in holding position. Check the following:

- a. Excessive oiliness or greasiness.
- b. Missing or loose parts.
- c. Engine oil level.
  1. Keep oil level above the “ADD OIL” line.
  2. Be certain the oil level is not overly full.
- d. Coolant level.
  1. Look at the sight glass in the reservoir, or remove the radiator cap and look to see the level. NOTE: If the engine is at or near operating temperature DO NOT REMOVE THE RADIATOR CAP. Check the radiator hoses and heater hoses.
  2. Check for cracked, worn or frayed hoses; secure couplings; and for rubbing on other components. Check the water pump for leaks and belt condition and tightness. The belt(s) should not be frayed, no visible cracks, loose fibers, or signs of wear. Push the belt(s) with your hand, if it deflects more than  $\frac{1}{2}$  to  $\frac{3}{4}$  of an inch, slippage is probably excessive.
- e. Power Steering
  1. Keep the oil level above the “ADD OIL” line.
  2. Check the belt for proper tension and condition.
  3. Check the hoses for leaks, location and condition.
- f. Automatic Transmission
  1. Check the fluid level.
- g. Windshield washer fluid level
- h. Alternator
  1. Check the mounting and belt condition.
  2. Look for loose wires and connections.
- i. Air Compressor
  1. Check the mounting and belt condition.

- 2. Check the oil line for leaks.
- j. Frame
  - 1. Check for loose attachments.
  - 2. Check for cracks, bent, broken or missing cross members.
- k. Steering Box
  - 1. Look for missing nuts, bolts, cotter keys, etc.
  - 2. Look for power steering fluid leaks and damage to power steering hoses.
- l. Steering Linkage
  - 1. Check the connecting links, arms, and rods to make sure they are not worn or cracked.
  - 2. Check the joints and sockets to be sure they are not worn or loose.
  - 3. Check to make sure there are no missing nuts or bolts.
- m. Brake Hoses
  - 1. Check for cracked, worn or frayed hoses
  - 2. Check for secure couplings.
- n. Brake Chamber
  - 1. Make sure they are not cracked or dented and are securely mounted.
  - 2. Check to be sure that the push rod is not bent or in a bind and is securely attached to the slack adjuster.
- o. Slack Adjuster
  - 1. Check for broken, loose or missing parts.
  - 2. Check angle between push rod and adjuster.  
Arm should be a little over 90 degrees when brakes are release and not less than 90 degrees when brakes are applied.
- p. Brake Drum
  - 1. No cracks or holes.
- q. Brake Lining
  - 1. Check that visible amount of brake lining is showing.
- r. Suspension
  - 1. Look for broken leaves, leaves that have shifted and are in or nearly in; contact with tires, rim, brake drum, frame or body; missing or broken leaves in the leaf spring.
  - 2. For coil spring, look for broken or distorted spring.
  - 3. Check for cracked or broken spring hangers; broken, missing or loose bolts; missing or damaged bushings; broke, loose or missing axel mounting parts.
- s. Shock Absorber
  - a. Check that bushings are present and shock is securely mounted.
  - b. Check that no fluid is leaking from shock absorber.
- t. Tires
  - 1. Reject tread depth, minimum 4/32 inch on the front tires and 2/32 rear tires.  
No retreads on front wheels.
  - 2. Check for proper inflation with a tire pressure gauge. Look for unevenly worn thread, cuts or other damage to the tread or walls.
  - 3. Check to see that valve caps and stem are not missing, broken or damaged.
- u. Rims
  - 1. Check for damaged or bent rims; rims should not have welding repairs.

- 2. No rust trails that indicate that rim is loose on wheel.
  - v. Lug Nuts
    - 1. Check that all lug nuts are present; check that lugs are not loose (look for rust around the lug nuts).
    - 2. No cracks radiating from lug bolt holes, nor distortion of the bolt holes.
  - w. Hub Oil Seal
    - 1. Check to see wheel hub seal is not leaking.
    - 2. If sight glass, check that oil level is adequate.
  - x. Close and Secure Hood.
3. Start Engine and Inspect Inside.
- a. Adjust driver's seat. You should be able to reach all pedals and controls comfortably.
  - b. Adjust seat belt.
  - c. Mirrors
    - 1. Check for proper adjustment; not cracked or broken
    - 2. Check that visibility is not impaired
  - d. Windshield
    - 1. Check for cracks, dirt, illegal stickers and other obstructions to view.
    - 2. Check for State Police and Department of Education Stickers.
  - e. Clutch/Gearshift
    - 1. Depress clutch, check for free travel, depress clutch during start up to reduce load on starting motor.
    - 2. Put gearshift in neutral.
  - f. Start engine; listen for unusual noises.
  - g. Gauges
    - 1. Oil pressure – should come up to normal within seconds after starting engine.
    - 2. Ammeter/voltmeter – voltmeter should show approximately 14 volts; ammeter should show charge.
    - 3. Warning lights/buzzers – should go out right away.
    - 4. Fuel – enough for trip.
    - 5. Vacuum – 12 to 15 inches of mercury
    - 6. Air Pressure – 120 to 125 psi.
  - h. Controls

Check all of the following for looseness, sticking, damage or improper setting:

- 1. Steering wheel and steering play. Should have less than 10 degrees of free play or 2" on a 20" steering wheel.
- 2. Transmission controls.
- 3. Accelerator.
- 4. Brake controls (foot brake, parking brake).
- 5. Headlight switch (dimmer switch, high beam indicator).
- 6. Left turn signal indicator.
- 7. Right turn signal indicator.

8. 4-Way flashers indicator(s).
9. Horn(s).
10. Heaters (high speed, low speed).
11. Defrosters (high speed, low speed).
12. Defroster fans (high speed, low speed).
13. Clearance, identification, marker light switch(s).
14. Amber/red traffic light indicator and strobe light.
15. Entrance door and controls.
16. Passenger entry (grab handle, steps – threads).
17. Check emergency equipment
  - a. Properly charged and rated fire extinguisher.
  - b. Three red bi-directional reflective devices.
  - c. First aid kit.
18. Passenger areas.
  - a. Seats – secure, vandalism.
  - b. Emergency exits – doors open easily and fully; alarm sounds
  - c. Windows – open easily and fully; alarm sounds.
19. Air brake check
  - a. Build maximum system pressure – 125 psi.
  - b. Turn engine off.
  - c. Place transmission in low gear; chock wheels.
  - d. Release park break.
  - e. After initial pressure drop – observe air pressure gauges for a drop in air pressure. If leakage is more than 2 psi, have brake system checked by a mechanic.
  - f. Step on brake pedal. After initial pressure drop, observe air pressure gauges for a 3 psi or greater loss.
  - g. Turn ignition switch to “on” position.
  - h. Pump brake pedal until low air pressure warning light and buzzer come on – approximately 60 psi.
  - i. Pump brake pedal until emergency brakes are activated and parking control valve pops out.
  - j. Start vehicle, place in lowest gear and pull against brakes – the vehicle should not move.
  - k. Build air pressure to 85 psi. Time the air build-up rate from 85 psi to 100 psi. The pressure should build up within 45 seconds.
  - l. Build pressure to maximum – approx. 45 seconds.
  - m. Pump brake pedal until air compressor begins. Should be between 90 – 100 psi.
  - n. Build pressure back to 125 psi. Check is complete.
4. Turn off engine and inspect outside.
  - a. Make sure parking brake is set.
  - b. Left turn signal on.
  - c. Headlight on low beam.
  - d. Read traffic lights on.

- e. Clearance, marker lights on. Stepwell light on, shut entrance door and stepwell light should go out.
- f. Go outside and counter-clockwise check each light and reflector.
  - 1. Red turn signal on.
  - 2. Headlights on high beam.
  - 3. Brake lights on.
- g. Go outside and clockwise check:
  - 1. Entrance door glass.
  - 2. Fuel tank
    - a. Tank secure.
    - b. Cap secure.
    - c. No leaks or damaged tank
- h. Chain compartment
  - 1. Door and latch
  - 2. Tire chains
  - 3. Chain stretchers
  - 4. Wire for broken cross links
- i. Exhaust system
  - 1. Visible parts securely mounted.
  - 2. No separations.
- j. Frame
  - 1. No cracks or bends.
  - 2. No loose, cracked, bent, broken or missing members
- k. Drive shaft
  - 1. Not bent or cracked.
  - 2. Couplings appear secure.
- l. Rear suspension
  - 1. Spring, not broken, missing or shifted leaves.
  - 2. Spring mounts, check brackets, bolts and bushings.
  - 3. Shock absorber
    - a. Check that bushings are present and shock is securely mounted.
    - b. No fluid leaking from shock.
- m. Rear brake
  - 1. Brake hoses
    - a. Check for cracked, worn or frayed hoses
    - b. Check for secure couplings.
  - 2. Brake chamber
    - a. Not cracked or dented and is securely mounted
    - b. Check the push rod is not bent or binding and securely attached to the slack adjuster.
  - 3. Slack adjuster
    - a. Check for broken, loose or missing parts.
    - b. The angle between the pushrod and the adjuster arm should be a little over 90 degrees when the brakes are released and not less than 90 degrees when the brakes are applied.
    - c. When pulled by hand, the brake rod should not move more than

- one inch.
- 4. Brake lining – check that visible amount of brake line is showing.
- 5. Brake drum
  - a. Should be no cracks, dents or holes.
  - b. No loose or missing bolts.
- n. Rims
  - Check for damage or bent rims, with no welding repairs or rust trails that indicate the rim is loose on wheel lugs.
- o. Spacers
  - 1. Check that dual wheels are evenly separated.
  - 2. Check that tires are not touching one another.
- p. Lug Nuts
  - 1. Check that the lug nuts are present, with no trail of rust, which can indicate lugs are loose.
  - 2. No cracks radiating from the lug bolt holes nor distortion of the bolt holes.
- q. Axle Seals
  - 1. There should be no cracks or distortions in wheel/axle mounting.
  - 2. There should be no signs of leaking lubricants.
- r. Mud Flaps – they should be securely attached.
- s. Lights and reflectors at rear of vehicle.
- t. Battery compartment
  - 1. Door and latch
  - 2. Battery tray secure.

**DURING A TRIP INSPECTION:**

1. Watch your gauges for signs of trouble.
2. Use your senses (look, listen, smell) to check for problems.
3. Bus drivers should stop at least every 2 hours or 100 miles (which ever comes first) and check:
  - a. Tires, wheels, rims.
  - b. Brakes.
  - c. Lights.
  - d. Doors.

**POST-TRIP INSPECTION:**

1. Check the tires, brakes, lights, and emergency signaling devices.
2. Report any problems.

**E. APPEARANCE AND CLEANLINESS OF HEAD START BUSES:**

All Head Start buses shall be maintained in a clean condition. The same daily attention in keeping a Head Start bus clean is as essential as in maintaining a clean classroom. It is the responsibility of the area coordinator to provide equipment and supplies essential for

maintaining Head Start buses in a clean condition. See cleaning responsibilities listed in WV Policies and Procedures Manual.

Daily responsibilities of Head Start vehicles operators shall include the following:

1. Sweeping the floor and dusting the seats and spraying with Lysol spray immediately after the last daily run.
2. Keeping windows and mirrors of the bus reasonably clean.
3. Cleaning all lenses for lamps and reflectors before morning trip and in the P.M.
4. Inspecting seats for damage and clean.
5. Keep all lettering on bus clean so that oncoming motorists can read it.
6. Keeping loose objects such as brooms off the floor.

Electrical System:

1. Check your battery with battery tester or hydrometer.
2. Check terminals and clamps on battery.
3. Check battery.

Exhaust System:

1. Check muffler and tail pipe for corrosion.
2. Check pipes and clamps to make sure they are tightened.
3. Replace any worn or broken clamps, flanges, or hangers.
4. Make sure parts don't rub against frame, body, fuel or brake lines.
5. Listen for any sounds of exhaust escaping before it exits the tailpipe.

Northern Panhandle Head Start, Inc. program buses must include the following information on each invoice/sales slip:

- Bus number
- License number
- Odometer reading
- Signature of Head Start Representative

In the case of bus maintenance, we ask that the signature of the person authorizing the service and also the signature of the person to whom the bus is released after the work is completed.

F. Federal Regulations

The following are Federal Regulations passed into law May 2, 1972:

1. Use of red warning signal lamps for any other purpose and at any time other than when the Head Start vehicle is stopped to load or discharge passengers shall be prohibited.

2. There shall be no auxiliary seating accommodations such as temporary or folding jump seats in Head Start vehicles.
3. Drivers of Head Start vehicles equipped with safety belts shall be required to wear them whenever the vehicle is in motion.
4. All children and passengers in Head Start vehicles shall be required to wear seat belts whenever the vehicle is in motion. All children up to nine (9) years of age are required to wear seat belts when installed in vans or buses. One child per belt. All children, including infants, no exceptions, must be secured in a child restraint seat that meets Federal Motor Vehicle Safety Standards.

G. Evacuation Drill:

**Transportation Policy and Procedure  
Emergency Evacuation Drills-Bus**

1. Inform the Teacher and Teacher Assistant that you are going to have an evacuation drill, leave a message, or call from the bus phone so they can assist in the drill.
2. After the bus run:
  - Park in a safe location
  - Secure the bus by setting the parking brake
  - Turn on the four way flashers
  - Shut the bus off
  - Take keys from the ignition and put them in your pocket
3. Explain to the children what to expect, tell them what you are going to do. Have them remain seated and quiet.
4. Tell the bus aide what their responsibility during the evacuation drill will be.
  - Exit the bus and help children from the back of the bus or other emergency exit.
  - Instruct children on where to go and where to wait.
  - Remain with children at a pre-determined safe location approximately 100 feet from the bus until the driver has completed a check of the bus to assure there are no other passengers on the bus.
5. Start evacuating the bus from the front to the back. First aisle then window seat, right-left, right-left to rear of the bus.
6. Teach children to set down at back door before exiting.
7. When all children have been removed from the bus the driver will do the following.
  - Go back through the bus and heck for children.

- Get emergency cards, bus phone and clipboard
  - Do a head count of children
  - Check Daily Run Sheet
  - Do a roll call to assure that all children are present
8. When children are transported in a wheelchair, during a practice drill the wheelchair will be the last off of the bus following the front to rear progress of evacuation. During a real emergency children will be removed from the wheelchair and moved from the bus.
  9. Children transported in a car seat will be removed from the are seat during a practice drill. During a real emergency cut belts on car seat and take the seat and child off at the same time.
  10. In an actual emergency; belts will be cut below the buckle, children will be evacuated with safety vest on.

When children are taken off site for a field trip, an evacuation drill must be completed. A field trip would be considered when children are transported to another area. Evacuation Drills do not have to be conducted during a Community Trip. The purpose of conducting evacuation drills on field trips is to teach children who are not usually transported how to exit the bus safely in the event of an accident or fire.

Head Start bus emergency evacuation is mandatory throughout the United States of America.

In order to comply with the evacuation procedures and in case you are confronted with a real situation, it will be necessary for advance planning as follows:

1. In each bus the driver should have posted two (2) cards for instructions for getting help in case of fire, illness, or accidents. The aide should know how to take the cards and use them for getting aid and notifying the proper authorities. These cards should contain:
  - A. Emergency numbers such as O.S. Hill, Fleet Towing, and tire.
  - B. Telephone numbers of State Police and other officials that may be called.
  - C. Telephone number of Head Start Director or area coordinator.
  - D. Telephone numbers of Head Start centers in area.
  - E. Telephone numbers of doctors in the area.
2. The driver and staff cooperating shall hold a drill for each load of students within the first two (2) weeks of school. The first evacuation drill will be completed before September 30<sup>th</sup>. The driver will do one evacuation drill each month for each center that they drive for, and at every Home base/Early Head Start Social. The evacuation drills are to be documented on the appropriate form and turned in with end of the month paperwork.

SECTION III  
FIELD TRIPS  
OTHER EVENTS

SECTION III  
FIELD TRIPS AND OTHER EVENTS

C. TRANSPORTATION SERVICES

1. The Head Start Bus Driver shall not transport any person without prior authorization.
  - Elected Policy Council and Board members will be approved to ride the bus.
  - Parents volunteering in the center or home base site will be approved to ride the bus, **provided adequate space is available**. Siblings will be permitted to ride the bus on specified days providing adequate space is available.
2. Buses used for field trips and other events must have prior approval of the area coordinator.

PROCEDURES FOR USE OF SPARE BUS

1. In general, first request submitted to area coordinator for use of the spare bus will be honored. Any conflict in scheduling will be resolved by the area coordinator.
2. After it is approved, the person making the request will make arrangements to pick up the bus, normally parked in Wheeling. Keys will be available at Central Office.
3. Arrangements will be made for returning the bus to Wheeling or other center next requesting its use at the time of request.
4. Spare bus, when not in actual use, must be parked in Wheeling, unless other arrangements have been made with the area coordinator or Director. **Bus must be returned clean and with at least a half a tank of fuel**, so that it is ready for use by the next driver. Keys are to be returned to Central Office.
5. Authorized vehicle driver will be responsible for promptly submitting mileage sheets, gas slips, or invoices, signed. Get in the habit of recording your odometer reading before you turn on the ignition and when you turn it off after the trip is completed.
6. A Daily Mileage Form should be submitted for each particular use, such as Regular Run, Parent Meeting, In-service, Field Trip, Medicals, etc. If that is

not feasible, break down the mileage for each classification.

7. Gas and oil are to be purchased at Program-approved stations, except in an emergency. In that case, you may either pay for it yourself and submit the sales slip, (which must have your van license number, your signature, van number, and odometer reading) for reimbursement, or you may request the provider to bill Head Start. In any case, you are to retain a copy of each purchase and submit it with your reports.

**REMEMBER: DO NOT HAVE BUS SERVICED WITH CHILDREN ABOARD!**

8. Person requesting the bus will also have the responsibility for returning it clean. This means, at a minimum, ALL GARBAGE OR TRASH IS TO BE DISPOSED OF AND THE INTERIOR SWEEPED. Also, the van should contain a minimum of ½ tank of gas on its return.

**INCLEMENT WEATHER(2.0)**

NPBS may require staff to work the first two weeks of June or longer to meet the approved number of center days, home visits and socializations. If work year is extended, staff will be notified in a timely manner.

The following guidelines apply when services for children are scheduled (in any county). For example, if regular center classes and socializations are cancelled or not in session and FYFD classes are in session, staff will not report to work. If it is a paper day, recruitment day or training day all staff will report to work.

**State of Emergency**

All center and home base services will be closed when a state of emergency has been declared due to the weather. This directive will come from the Executive Director.

**REGULAR CENTERS, PRE-K CENTERS AND HOME BASE OPTIONS**

**Cancellations**

- Regular center and home base services in a county will be canceled when that county's schools are canceled prior to the start of the day.
- Staff will not report to work and will not be paid for the day.
- Staff having a balance of unused paid time off or personal time may use that time for the canceled day.
- If a leave request is on file prior to cancellation of county schools, that day will be honored.
- Staff reporting to work on a day when their county's schools cancel after first issuing a delay, will be paid for the hours worked up to the time that Head Start is canceled.

- Cancelled days will be made up during the first two weeks of June or longer, if necessary.
- Staff will be required to work the first two weeks of June or longer, for make-up days.

**Delays**

- Regular center and home base will operate on a 2-hour delay when the county's schools are on a 2-hour delay. Transportation will operate on a 2-hour delay.

**Early Dismissal**

- If a county school dismisses classes early, the centers will dismiss early.

**FULL/DAY FULL/YEAR CENTER OPTION**

**Cancellations**

- Classes will operate on a regular schedule when the county's schools are cancelled.
- Transportation services will not be provided on canceled days.
- Parents will self-transport.
- In the event that no children show up for services on that day, staff will be sent home at 10:00 AM.
- In the event that there are less than 13 children attending, the classroom aide will be sent home at 10am. The bus driver will complete all necessary center maintenance in regards to snow removal, etc. and prepare/serve breakfast/lunch/snack.
- If a leave request is on file prior to cancellation of county schools, that day will be honored.

**Delays**

- Classes will operate on a regular schedule when the county schools are on a 2-hour delay, however, transportation will operate on a 2-hour delay.

**Early Dismissal**

- If the county school dismisses early, classes will operate on their normal schedule without early dismissal.

## **EHS INCLEMENT WEATHER**

Every Early Head Start Home Base must total a specific number of socializations (24) and home visits (45) within this framework this policy has been developed.

**The following inclement weather policy applies at all times except when services for children are not scheduled. On those days, all staff must report to work.**

### Cancellations

All centers will close during bad weather when a state of emergency has been declared.

Early Head Start services in a county will be canceled when that county's schools are canceled. Early Head Start staff will not report to work. Although, staff having a balance of personal days may use personal time for that canceled day or the canceled day may be an unpaid day.

Early Head Start staff reporting to work on a day when their county's schools canceled after first issuing a delay will be paid for hours worked up to the time Early Head Start is canceled. Staff is expected to continuously monitor news reports for changes in school decisions.

### Delays

Head Start in a county will operate on a 1-hour delay when that county's schools are on a 2-hour delay. Head Start in a county will operate on a normal schedule when that county's schools are on a 1-hour delay.

### Early Dismissal

If a county school dismisses classes 1 hour early, Head Start will dismiss class 1 hour early.

SECTION IV

JOB DESCRIPTION: BUS DRIVER  
SUBSTITUTE BUS DRIVER

RESPONSIBILITIES OF: BUS AIDES  
VOLUNTEER BUS AIDES

BUS DRIVERS TRAINING PLAN

## **JOB DESCRIPTION**

**JOB TITLE:** **BUS DRIVER**  
**JOB CLASSIFICATION:** NON-EXEMPT  
**SUPERVISED BY:** AREA COORDINATOR  
**EFFECTIVE DATE:** 11/1/00; 9/23/02; 7/1/03  
**REVISION DATE:** JAN/JUNE 2003

**MAJOR GOAL:** Transport children and families enrolled in Head Start to and from Head Start activities in a safe manner. According to the Local and State Transportation regulations.

### **JOB DUTIES AND RESPONSIBILITIES:**

1. Supports the mission of NPHS.
2. Follows all state, federal, program regulations, and Performance Standards.  
WV Transportation Regulations  
Head Start Performance Standards
3. Safely transports children and parents to assigned activities, according to all state, federal and program regulations.
4. Conducts one evacuation fire drill each month and at every socialization for all passengers and ensures that all evacuation procedures are carried out in case of emergency.
5. Enforces all transportation rules and regulations with passengers in accordance with NPHS Transportation Manual, written transportation plans, and applicable laws.
6. Verifies, using two I.D.'s, the identity of persons removing children from the vehicle are those designated by Guardian.
7. Provides bus aide supervision and training.  
Following the training checklist for bus aides.  
How to use Emergency Equipment  
Seat belt cutter  
Fire extinguisher  
Cell phone  
What the bus aide can do to help with children.  
Where to take children when being evacuated from the bus.  
How to use the cell phone and who to call.  
Where to find emergency information.
8. Provides, explains, and enforces transportation rules and guidelines to parents.  
Meet with parents during orientation and parent meetings.
9. Completes in an accurate and timely fashion all daily, monthly and other required transportation reports.
10. Conducts bus safety activities with children once every month.

11. Maintains bus on approved preventative maintenance schedule with the primary focus on bus and passenger safety.
12. Attends WV transportation and NPHS training and meetings including a course in basic child development.
13. conducts initial bus run with teacher/home visitor, develops the bus run schedule, submits a bus run list within thirty days of the beginning of transporting children each program year and updates route changes as they occur.
14. Ensures the cleanliness of the bus at all times according to WV Transportation regulations.  
WV Transportation Regulations pgs. 23 and 24 which explains daily and weekly responsibilities.
15. Assists site staff whenever and wherever necessary by maintenance, moving equipment.
16. Participates in the DOT required drug and alcohol testing program.
17. Attends site staff meetings as requested by teacher.
18. Delivers supplies to sites and moves furniture and equipment.
19. Cleans, paints, cuts grass, shovels snow, and makes small repairs as directed by supervisor at sites.
20. Keeps all internal daily operations issues in confidence.
21. Interacts with parents in a positive manner and communicates information to families under direction of supervisor.
22. Confidentiality – communicating day-to-day information to parents.
23. Performs other duties related to the functions of the position as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Meet WV Transportation regulations/standards requirements.
2. High School Diploma or GED.
3. Commercial Driver's License (CDL), Class C or higher with passenger endorsement.
4. At least 21 years of age.
5. Willingness to enter State Driver's Certification Program.
6. Successful completion of medical exam.
7. Clear driving record.
8. Ability to relate and communicate in a positive fashion with children and adults and Establish a climate of trust.
9. Ability to assume new projects, handles multiple tasks, and prioritizes responsibilities.
10. Ability to work as a positive member of a team.
11. Able to move in emergency situations for safety of passengers.
12. Ability to keep pace with children by moving quickly.

#### **PHYSICAL AND MENTAL REQUIREMENTS OF THE JOB:**

1. Driving a school bus/Daily.
2. Reading and understanding written policies, program regulations, and other written forms of communication/Every day.
3. Sitting for extended periods/Every day.
4. Standing for extended periods/Every day.
5. Moving tables, lifting chairs, boxes, etc., in the classroom/As needed.

6. Interacting with children on the bus/classroom/Daily.
7. Interacting with families under various situations/Daily.  
Communicating with the public about Head Start/Often.

Individual Training Plan Checklist  
Position: Bus Driver

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

| <u>Training:</u>   | <u>Date</u><br><u>Complete</u> | <u>Staff</u><br><u>Initial</u> | <u>Supervisor</u><br><u>Initial</u> |
|--|--------------------------------|--------------------------------|-------------------------------------|
| • Complete Human Resource Paperwork                                    | _____                          | _____                          | _____                               |
| • Read Employee Handbook   | _____                          | _____                          | _____                               |
| • Read Program Operations Manual                                       | _____                          | _____                          | _____                               |
| • Read WV Transportation Regulations                                   | _____                          | _____                          | _____                               |
| • Complete a time sheet with A/C                                       | _____                          | _____                          | _____                               |
| • Watch video's "A Nations Pride",<br>"Be safe note sorry"             | _____                          | _____                          | _____                               |
| • Clarify job description with CAE, focus<br>on child safety           | _____                          | _____                          | _____                               |
| • Complete a copy of all forms used for<br>transportation              | _____                          | _____                          | _____                               |
| • Train parents as bus aides   | _____                          | _____                          | _____                               |
| • Visit proposed site to meet staff<br>and children                    | _____                          | _____                          | _____                               |
| • Gone over with A/C daily responsibilities                            | _____                          | _____                          | _____                               |
| • Explain the importance of following<br>emergency card information    | _____                          | _____                          | _____                               |
| • Understands the importance of proper<br>maintenance of the bus       | _____                          | _____                          | _____                               |
| • Properly completes a pre/post trip<br>inspection                     | _____                          | _____                          | _____                               |
| • Completed a bus run with children                                    | _____                          | _____                          | _____                               |
| • Spent time in the class with children                                | _____                          | _____                          | _____                               |
| • Complete evacuation drills and bus safety<br>with children           | _____                          | _____                          | _____                               |
| • A/C has completed an observation                                     | _____                          | _____                          | _____                               |
| • CAE has completed an observation                                     | _____                          | _____                          | _____                               |
| • Attended a parent meeting to discuss bus<br>safety with the parents  | _____                          | _____                          | _____                               |
| • Attend pre-service training  | _____                          | _____                          | _____                               |
| • Received on-going trainings with CAE<br>and state certified trainers | _____                          | _____                          | _____                               |

## **RESPONSIBILITIES: BUS AIDES**

- 1) Bus aides are trained by drivers prior to transporting children.
- 2) The most important function is to assure the safety of the children being transported.
- 3) Must be familiar with emergency procedures.
- 4) Must help children on and off the bus.
- 5) Must check and see that all children are buckled in their seats.
- 6) Must be able to maintain discipline and order on the bus without threatening, shouting or using physical force with the children.
- 7) Must practice personal cleanliness (set an example for the children).
- 8) **Absolutely no profane or obscene language will be tolerated!**
- 9) May be asked to distribute or receive written messages to/from parents meeting the bus.
- 10) Must notify the Bus Driver and teacher/home visitor if he/she will be absent, allowing enough time to get the substitute.
- 11) Bus Aides will attend In-Service Workshops when subject is pertinent to their job or when requested to do so by the area coordinator or the Director.
- 12) Bus Aides are under the immediate supervision of the Bus Driver. Ultimate supervisory responsibility belongs to the center teacher/home visitor and area coordinator.
- 13) If a problem arises, bus aide must discuss it with the Bus Driver. If the problem is not resolved, bus aide will go to the following in the order indicated.
  - 1) Center Teacher/ Home Visitor
  - 2) Area Coordinator
  - 3) Director
- 14) Smile at all the children.
- 15) Correct each child positively.
- 16) Smile at every parent. **Don't comment on anything!**
- 17) If a parent asks how her/his child is doing, say, "She/he seems to be doing fine." "I'm not in the center/home base site so I really don't know."
- 18) When asked to pass along information to parents, give a note to everyone. If you don't have enough, tell center/home base staff immediately.
- 19) The Bus Driver will monitor day-to-day performance of the bus aide/monitor.

## **VOLUNTEER BUS AIDES:**

- A) Parents who ride the bus to the center can be bus aides if there hasn't been one already assigned for the day.
- B) Volunteers will follow the job description of the bus aide if they are helping as bus aides.
- C) Volunteers will follow all the regulations of the Northern Panhandle Head Start Transportation Plan.
- D) The Bus Driver has the primary responsibility over the volunteer who is acting as a bus aide on the bus. Any problems that may arise will be solved with

the Bus Driver and/or the following in the order indicated.

- 1) Center Teacher/ Home Visitor
- 2) Area Coordinator
- 3) Director

### **BUS DRIVER – TRAINING PLAN**

#### Safety Procedures:

- 1) Defensive driving skills
- 2) Emergency procedures, safety drills
- 3) Accidents, breakdowns
- 4) Traffic and safety laws

#### Staff Development:

- 1) WV school bus operator's training
- 2) First aid training
- 3) Use of fire extinguishers, emergency equipment
- 4) Managing children's behavior
- 5) Driving maneuvers
- 6) Improving communication skill
- 7) Bimonthly meetings for trainings and component updates

All trainings necessary to meet all State and Federal laws as they are changed pertaining to bus drivers.

**SECTION V**

**FORMS, REPORTS, ETC.**

## **Transportation Forms**

- 1. Pre-trip Inspection**  
Completed by Bus Driver  
Turned in with end of the month paper work  
To A/C then to L/T C  
On yellow paper-front/back
  
- 2. Child Sign In/Out-Daily Report Form**  
Completed by Bus Driver  
Turned in on the 15<sup>th</sup> and last day of the month  
Turn in to A/C then L/T C  
On yellow paper-front/back
  
- 3. Bus Run List**  
Initial Run List Completed by the Bus Driver  
Turn in to L/T C by September 30<sup>th</sup>  
Along with a map of the Bus Route-Bus Run List are to be updated as needed when route changes and turned in to the L/T C  
On yellow paper
  
- 4. Emergency Evacuation Drill**
  - To be completed by the Bus Driver once monthly for centers
  - At every socialization for Early Head Start and Home Base Programs
  - And on Field Trips (this does not include community trips).
  - Turn in to A/C at the end of the month
  - A/C will turn in to the L/T C
    - On yellow paper
  
- 5. Release Form**  
To be completed by the parent when someone other than emergency contact will be picking up a child. This form is to be completed prior to child being released to another individual.  
Form goes in child's file  
On yellow paper-half sheet
  
- 6. Monthly Safety Checklist**  
To be completed by the Bus Driver  
Two times per month  
Turn in to A/C on the 15<sup>th</sup> and the last day of the month.  
A/C will turn in to L/T C  
On green paper

## **RULES AND GUIDELINES FOR PARENTS - TRANSPORTATION**

Northern Panhandle Head Start, INC.

### **SAFETY RULES**

1. It is the responsibility of the parents or guardians to take their children to and from the bus. Parents or guardians are to sign their children on and off the bus. When child is returned home if the parent or guardian is not at the specified stop, the Bus Driver will call the emergency number listed and will deliver the child to the nearby address.
2. The child will not be released to any adult other than the parent unless the parent signs a release form. This person must be at least 18 years old and provide 2 forms of identification such as a Drivers License, Social Security card, or Student ID. The Bus Driver will not release the child to anyone without proper identification.
3. Parents must contact Teacher, Home Visitor, Early Learning Specialist or Family Resource Advocate in writing or by phone to notify them of any change in picking up or discharging their child to another location.
4. If a child has to cross the street to get on or off the bus, the parent or guardian Must accompany the child. At times when it is safer to The Bus Driver and Aide must remain on the bus. Child and parent Must cross in front of the bus at all times.
5. **ALL PASSENGERS MUST WEAR SEAT BELTS!**
6. The Bus Aide will assist the children on and off the bus. They will assist child with proper restraint apparatus. The Bus Aide will position her/himself at the bottom of the bus step while assisting children on and off the bus.
3. Early Head Start Parents are required to attend socialization with their children.

### **GENERAL RULES**

1. The Bus Driver will be responsible for enforcing all state, federal rules and regulations on the bus. The Bus Driver will train the Bus Aide in how to use the cell phone and the proper way to stop the bus in an emergency.
2. Bus will wait two (2) minutes at each stop. If the bus is missed, it is the parents or Guardian's responsibility to bring the child to the center. The bus will not be permitted to return for a missed child.
3. Parent must notify the staff when child will not be attending class or socialization.
4. There is to be No obscene language, food, drink, or smoking at any time.
5. Head Start/Early Head Start parents and children will be permitted to ride bus to and from class. Any other persons will only be permitted to ride according to NPHS transportation policies.
6. A child will not be transported to a center if there are obvious signs of illness. A sick child will be returned to the parent or guardian.

7. Parents will be notified of field trips in advance and must sign a permission form in order for their child to participate. The child will not be permitted to attend field trips without the permission form signed.

**PLEASE REVIEW THE NPHS SNOW AND EARLY DISMISSAL POLICIES.  
END OF YEAR SHUTDOWN OF BUSES**

7. Buses are to be turned in with  $\frac{1}{2}$  tank of gas.
8. Buses are to be cleaned inside and outside.
9. Car seats and safety vests do not need to be removed from the buses. They need to be cleaned as part of the end of year maintenance. Any extra seats or vests are to be kept at the centers.
10. All emergency cards are to be turned in to teachers after the last run of the program year.
11. All first aid kits are to be turned in and marked with the bus number they came from yearly.
12. Bus telephones are to be clearly marked with the bus number they came from.
13. All end of the month paperwork is to be completed and accurate when turned in. Turn in time sheets and mileage also.
14. All extra forms are to be turned in.
15. Keys are to be clearly marked with the bus number that they are assigned to.
16. Fire extinguishers will be serviced yearly. Extinguishers will be removed from the bus and turned into Licensing/Transportation Coordinator at central office.
17. Bring your bus to the Fulton parking lot. Check with your supervisor for details.

**BUS PROCEDURES – WALK THRU**

1. Before you depart on your bus run, do a walk around and pre-trip inspection.
2. After arriving safely to the center, do a walk through of the bus for a safety check of passengers and belongings. Vehicle operators are to be the last person off the bus.
3. Report to teacher/home visitor how many children were transported in. Before you depart on your afternoon bus run, do your walk around and pre-trip inspection.
4. Confirm with the teacher/home visitor how many children are going home on the bus and who will be your bus aide.
5. At each bus stop, the vehicle operator checks off the name of the child exiting the bus on the Daily bus Run Form.
6. When the last child and bus aide have been dropped off, do an immediate walk through the bus for passengers and belongings. Notify center staff either in person or by telephone that all passengers are safely home.

## **BUS KEY POLICY**

All Drivers will sign for the bus keys. These records will be retained and updated when needed at central office. When staff leaves the program at the end of the year records will be utilized to ensure that all keys are returned.

### **KEY CABINET:**

The key cabinet will have an entrance log on the front. Administrative staff that currently has keys to two cabinets will have access. When keys are removed from the cabinet, staff will log:

Date: Key # location: To: By Date to be Date-returned  
Returned:

## **BUS ACCIDENT/PROGRAM VEHICLE**

### **BUS ACCIDENT:**

When you have an accident with your bus, whether you hit someone or someone hits you, the following procedures listed below are to be followed:

1. Check children and passengers for injuries and make sure they are not in any danger. If the driver thinks it is necessary, he or she should call for the emergency squad.
2. Notify the police, teacher, and central office immediately following the accident.
3. Make arrangements for the children and passengers to get to their appropriate places. When you call into central office we are to assist you in the situation.
4. After the accident the bus is brought back to our parking lot and remains there until it has been inspected by O.S. Hill. Whenever an accident takes place whether the bus is drivable or not this procedure must be followed.
5. The driver involved in the accident will write a statement, provide a signature and state clearly and concisely what occurred. This will be turned into the Licensing/Transportation Coordinator immediately.
6. If sited for a moving violation you must contact the Human Resource Manager to set up an appointment for a drug/alcohol test.
7. Licensing/Transportation Coordinator or the Fiscal Manager will notify N.P.H.S. insurance immediately after the accident.

### **PROGRAM VEHICLES:**

1. Check passengers for injuries and make sure they are not in any danger. If the driver thinks it

- is necessary, he or she should call for the emergency squad.
2. Notify the police and central office immediately following the accident.
  3. If sited for a moving violation you must contact the Human Resource Manager to set up an appointment for a drug/alcohol test.
  4. Licensing/Transportation Coordinator of the Fiscal Manager will notify the N.P.H.S. insurance immediately after the accident.

### **CELLULAR PHONE PROCEDURE**

1. Cellular telephones are only to be used in emergency situations. For example, a parent is not home to accept delivery of a child.
2. All calls placed or received on cellular phones are to be recorded on the phone logs.
3. Check in at the end of the day to say all children are home safely.

## **PREVENATIVE MAINTENANCE**

State School Transportation regulations require that all vehicles used to transport pupils to and from school or school related events be inspected a minimum of three (3) times per year. These inspections do not replace the daily inspections of school buses by the operators, regularly scheduled preventive maintenance inspections or the annual inspection of all motor vehicles required by the Commissioner of Motor Vehicles. Our fleet manager service will conduct inspections of all buses consistent with the following schedule:

- 1<sup>st</sup> – completed by October 1
- 2<sup>nd</sup> – completed by February 1
- 3<sup>rd</sup> – completed by May 20
- 4<sup>th</sup> – completed by June 20

NOTE: BUSES ARE NOT BEING INSPECTED AT THIS TIME BY THE SCHOOL BUS INSPECTOR. – THEY ARE HOWEVER BEING SERVICED – BOTH STATE AND CLASS C PREVENATIVE MAINTENANCE INSPECTIONS ARE CURRENTLY BEING COMPLETED

Procedures for these inspections shall be as follows:

1. Inspection is scheduled with fleet maintenance contractor.
2. Drivers are notified of time and day bus is due for inspection.
3. Drivers will deliver bus to maintenance contractor.
4. Drivers are responsible for his/her personal transportation from/to maintenance contractors site when scheduled:
5. Drivers are to remove all NPHS equipment from bus before leaving maintenance contractors site:
  - a. Fire extinguisher
  - b. Ax
  - c. Flares/flags
  - d. First aid kit
  - e. Emergency cards
  - f. Phone
  - g. Other
6. Drivers are to retain his/her set of keys when maintenance is scheduled. Maintenance contractor has keys for our fleet.

Current maintenance contractor is: Chad Best/Service Manager  
Mike Cochran/Maintenance Supervisor

O.S. Hill & Co. Inc.  
1-27<sup>th</sup> Street  
Wheeling, WV 26003

Contact person:  
Service Manager  
233-1500

## **USE OF PROGRAM VEHICLES**

The use of company owned vehicles is provided for purpose of transporting staff to out of area staff development opportunities. Upon permission of the Executive Director the vehicles can be used to transport multi-staff to a program site when doing so is most economical.

Parking for the vehicles is provided through the use of the Robert C. Byrd Inter-modal Parking Garage. When taking either vehicle from or returning to the parking garage use the monthly parking entrance/exit.

Reservations for the caravan are to be handled through the Licensing/Transportation Coordinator. When there are multiple reservations for the vehicles those making the request need to discuss the request with the Program Operations Manager/Executive Director.

It is the responsibilities of the staff reserving a program vehicle to arrange pick up/return to the parking garage, have daily run sheets available, to do pre/post trip inspection of the vehicle and ensure that the vehicle is cleaned inside and outside before returning to the parking garage. All program owned vehicles are to be returned to the parking garage with no less than one half (1/2) tank of gas.

If you experience any mechanical concerns while either vehicle is in your possession follow this procedure:

1. Call the Fiscal Manager or Executive Director for permission to service.
2. Call road assistance.
3. Arrange alternate transportation.

Program vehicle keys can be picked up from the Licensing/Transportation Coordinator and returned to the same by the staff person picking them up.