

 Policy #: Transportation 8.11	Effective Date: 09/2009	Page #:
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POLICY: ARRIVAL/DEPARTURE

PERFORMANCE OBJECTIVE: The transportation log will be completed to assure that all children being transported on Head Start/Early Head Start buses have safely departed the bus and arrive at their destination thereby eliminating the possibility that any child would be left unattended on the bus. It is crucial that all children be accounted for at all times.

Please Note: The term **Driver** means anyone who is qualified and takes on the duties of driving the bus. This could be the Teacher Assistant, Teacher, Family Service Worker, Special Services Assistant, Cook, Driver, etc.

The term **Bus Monitor** means anyone taking on the responsibility of supervising the children on the bus and completing/verifying the passenger log.

PROCEDURE:

Transportation Log- For Morning Pick Up (Use One Log Per Trip)

1. The morning transportation log will only have the children who ride the morning bus route listed.
2. When the child is released from the parent or guardian to the monitor, the parent or guardian will sign their **first** and **last name** on the morning bus log.
3. The monitor will write the time the child stepped on the bus and will also put their initials verifying that the child is on the bus. This procedure will be done for each child that boards the bus.
4. Once the bus arrives back at the center, the monitor will write the time that each child got off the bus and write his/her initials to verify that each child got off the bus.
5. The teacher and the monitor will take the children into the center. The monitor will take the clipboard into the classroom to reconcile the bus log with the attendance log.
6. The Driver will immediately conduct a walk through inspection of the bus, checking under all seats and any and all compartments or recesses in the vehicle's interior to assure that all children have unloaded.
7. When the monitor comes out to conduct a walk-through inspection, she/he will hand the clipboard to the driver. The driver will sign and date that he/she has completed the walk-through and that there were no children on the bus.
8. The monitor will check under all seats and any and all compartments or recesses in the vehicle's interior to ensure that all children have unloaded. Then the monitor will sign and date the walk-through.

9. A 3rd person (**must be a non rider & a staff member**), as designated by the teacher on the center's individual arrival/departure plan, will conduct a walk through inspection, checking under all seats and any and all compartments or recesses in the vehicle's interior to assure that all children have unloaded. The 3rd person will sign and date the transportation log, verifying that the walk through inspection was completed. **Note: A management staff member is preferred to do the 3rd person check.**
10. If there is no one available for the 3rd person walk-through, then please write in that space that there is no one available for the third person walk through.
11. The transportation log will remain in the classroom in a visible location so any supervisory staff may review the log for completion.
12. If a child does not ride the bus in the morning, then the monitor will write **Absent**.

Transportation Log – For Afternoon Drop off (Use One Log Per Trip)

1. The afternoon bus log will only have the children that ride the afternoon bus route listed.
2. The monitor will write the time the child got on the bus and will also write his/her initials to verify the child is on the bus.
3. When the child is released from the bus monitor to the parent or guardian, the monitor will write the time the child exited the bus and his/her initials.
4. Immediately after the monitor writes his/her initials, the monitor will hand the clipboard to the parent or guardian .
5. The parent or guardian will sign their **first and last name**.
6. Once the child has been released into the care of the parent, guardian, or caregiver, that person must **sign** their **first and last** name on the transportation log.
7. During transportation, the transportation log shall be used by the Bus Monitor to take roll each time the vehicle makes a stop as each child is unloaded.
8. Under no circumstances will a child be released from the bus unless the parent, guardian, or caregiver has walked out to the bus to receive the child (**hand-to-hand**).
9. The bus will not leave the stop until the child is **secure** in the parent, guardian, or caregivers' hand.
10. Immediately upon completion of the route, a walk through inspection will be conducted by the Driver who will check all seat surfaces, under all seats, and any and all compartments or recesses in the vehicle's interior to assure that each child has been delivered to their destination. The Driver will sign and date the transportation log verifying that the final inspection was completed and will also document on the pre/post trip inspection log.
11. The Bus Monitor will also conduct a walk through inspection, checking under all seats and any and all compartments or recesses in the vehicle's interior to assure that all children have unloaded. The Bus Monitor will sign and date the transportation log, verifying that the walk through inspection was completed.
12. A 3rd person (**must be a non rider & a staff member unless a staff member is not present**), as designated by the teacher on the center's individual arrival/departure plan, will conduct a walk through inspection, checking under all seats and any and all compartments or recesses in the vehicle's interior to assure that all children have unloaded. The 3rd person will sign and date

the transportation log, verifying that the walk through inspection was completed. **Note: A management staff member is preferred to do the 3rd person check.** If the bus does not return to the center, then there will not be a 3rd person (non rider) signature on the transportation log. Please write in that area that there was no third person available. (Some buses will not be parked over night at the center)

13. If a child doesn't ride the afternoon route because they were picked up by a parent/guardian, then the monitor will write **parent transport** by that child's name. If the child is absent from school that whole day, then the monitor will write absent.

Field Trip Arrival/Departure: (Use one Field Trip Transportation Log Per Trip)

A copy of the field trip log with the information filled out for absent and present children needs to be left at the center for emergencies situations.

1. The teacher will check each child out of the classroom to board the bus by placing his/her initials next to each child's name on the **Field Trip Transportation Log**.
2. The monitor will check each child on the bus by writing a P (for Present) and an A for (Absent), and the time the child got on the bus.
3. The monitor will then put his/her initials verifying that each child got on the bus.
4. When the bus arrives at its first destination, the monitor will check each child off the bus by writing the time the child was unloaded and will put his/her initials to verify that each child got off the bus.
5. After all the children are unloaded at the first destination, the driver will immediately conduct a walk-through , checking under all seats and any and all compartments or recesses in the vehicle's interior to assure that all children have unloaded.
6. The driver will sign the field trip log to verify that the walk through has been completed.
7. Immediately following the driver's walk through inspection, the monitor will conduct the same walk through, checking under all seats and any and all compartments or recesses in the vehicle's interior to ensure that all children have unloaded.
8. The monitor will sign and date the field trip log to verify that the walk through has been completed.
9. All staff that rides the bus is required to also do a walk through and sign the field trip log under the monitor's signature.
10. The steps above will be repeated each time the bus is loaded and unloaded.
11. At each stop, a walk through has to be completed by the Driver, Monitor and any staff member that rides the bus.
12. When the bus arrives back at the center, the monitor will check each child off the bus by writing in the time each child exits the bus and the monitor's initials.
13. The Teacher will immediately take attendance and document each child's presence in the classroom on the **Field Trip Transportation Log** by placing his/her initials next to the child's name thereby providing additional review and verification that all the children have unloaded the bus and are accounted for.

14. The Driver will immediately conduct a walk through inspection of the bus, checking under all seats and any and all compartments or recesses in the vehicle's interior to ensure that all children have unloaded. The Driver will sign and date the **Field Trip Transportation log** verifying that the walk through inspection was completed and also document on the pre/post trip inspection log.
15. The Bus Monitor will also conduct walk through inspection, checking under all seats and any and all compartments or recesses in the vehicle's interior to assure that all children have unloaded. The Bus Monitor will sign and date the **Field Trip Transportation log**, verifying that the walk through inspection was completed.
16. Any other staff member that rode the bus, must also complete a walk through and sign and date the field trip log verifying that all children are off the bus.
17. A 3rd person (must be a non rider & a staff member unless there is not a staff member present), as designated by the teacher on the center's individual arrival/departure plan, will conduct a walk through inspection, checking under all seats and any and all compartments or recesses in the vehicle's interior to assure that all children have unloaded. The 3rd person will sign the **Field Trip Transportation Log**, verifying that the walk through inspection was completed. **Note: A management staff member is preferred to do the 3rd person check.** If there is not a third person to do the walk through, write in the space available that there was no third person available.
18. The **Field Trip Transportation Log** will be returned to the classroom in a visible location so any supervisory staff may review the log for completion.
19. If a parent picks up their child during the field trip, the monitor needs to write: (parent picked up, the time, parents signature and then the monitor's initials by the parent's signature).

Children Leaving Classroom for Special Services (Separate form)

Anytime a child is taken out of the classroom for services such as speech, hearing, dentals, screenings, etc., the staff person taking that child must sign the child out by placing his/her initials on the services form in the space provided. The staff person must also initial on the services form upon returning the child to the classroom.

Additional Information:

The transportation log will be mailed to the Central Office at the end of each month to the attention of the Transportation Coordinator and in accordance with the State Licensing Requirements. The transportation logs will be maintained for one year or until the next re-evaluation of the center. A copy of these logs should also be maintained in the classroom for one year.

All children will be picked up and dropped off only at the location prior approved by the Transportation Coordinator.

Staffs riding the bus who have been trained in Bus Monitor duties and who are responsible for completing the transportation logs will **assume no other responsibilities** that would interfere with their ability to maintain full awareness and supervision of the children. **The supervision**

and safety of the children are the employee's first priorities. Both the driver and the monitor have to be current in CPR and First Aid. The Teacher and Family Service Worker will ride the bus twice a month to pass out materials to the parents. Once a week the Family Service Worker and Teacher will meet to discuss and gather all notes, child's art work, parent training information, field trip notes, etc, and put in the individual child's folder. The Teacher and/or Family Service Worker riding the bus will hand the folder to the parent, guardian, or caregiver.

Early Head Start does **not** provide transportation to and from the center, however, it is imperative that every employee know and understand arrival and departure transportation log procedures in the event that he/she is ever in the position of transporting children. Again, the supervision and safety of the children are the employee's first priorities.

See Transportation Policy for special arrangements made for families with disabling conditions that prohibit their ability to comply with this policy.

FAILURE TO FOLLOW ANY PORTION OF THIS POLICY WILL RESULT IN THE FOLLOWING DISCIPLINARY ACTIONS:

1ST VIOLATION- WRITTEN WARNING

2ND VIOLATION- WRITTEN REPRIMAND

3RD SUPENSION WITHOUT PAY OR TERMINATION