

**SIUC HEAD START  
Operating Policies and Procedures Manual**

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<b>Subject:</b> Authorized Use of Agency Vehicles	<b>Number:</b> G.10.1
<b>Service Area:</b> Transportation	<b>Section:</b> General
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** SIUC Policy – Authorized Use of Agency Vehicles

**POLICY:** Agency vehicles are to be used strictly for business and are not to be used for personal use under any circumstances. Compliance with local, state, and federal laws, policies and procedures must be observed. Vehicles are used for the transportation of parents, children, and staff that are associated with the daily operations of the program. Only Head Start staff children, parents, and volunteers may ride in agency vehicles.

- Agency vehicles (buses, vans) are to be parked at their respective center or central office.
- Agency vehicles should be refueled before the gas gauge reaches the one-quarter mark.
- Bus windows should not be lowered past the indicated line.
- No smoking, food, or drink is allowed in agency vehicles (buses, vans).
- Drivers need to complete the mileage log located in the vehicle each trip made.
- Drivers must verify they have a valid driver's license by marking the appropriate box on the mileage log.

**PROCEDURE:** N/A

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<b>Subject:</b> Authorized Use of Agency Vehicle Credit Cards	<b>Number:</b> G.10.1.1
<b>Service Area:</b> Transportation	<b>Section:</b> General
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** SIUC Policy – Authorized Use of Agency Vehicles

**POLICY:** The vehicle credit cards must only be used to purchase gas, oil, or other necessary items for vehicle operation.

**PROCEDURE:**

- When purchasing items with an SIUC credit card all items must be listed or itemized on the receipt.
- Staff may need to request an itemization list from clerks/attendants when purchasing with a credit card.

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<b>Subject:</b> Field Trips/Special Events	<b>Number:</b> G.10.2
<b>Service Area:</b> Transportation	<b>Section:</b> General
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** SIUC Policy - Field Trips/Special Events

**POLICY:**

Field Trips

- Bus drivers are required to remain on site for field trips and assist teaching staff.

Special Events

- Occasionally bus drivers may be asked to drive for special events being held by the agency. Drivers are paid only for driving time.

**PROCEDURE:** N/A

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<b>Subject:</b> Transportation Service Area	<b>Number:</b> G.10.3
<b>Service Area:</b> Transportation	<b>Section:</b> General
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 08/2003

**REGULATION REFERENCE:** Performance Standard 1310.10 (a)(b)

**POLICY:** SIUC Head Start puts forth efforts to ensure that a lack of transportation is not a barrier to attending Head Start. Prospective families receive information regarding the types of transportation services and assistance offered by the program at the time of application. Specifics of the transportation service area are determined on an annual basis and are based on the number of children enrolled from community or geographic area. Routes are to be developed so that children are generally on the bus no longer than one hour.

**PROCEDURE:**

- Center directors and bus drivers work together in developing annual bus routes based on pick up and drop off information provided by the family on the emergency data form.
- Bus drivers update routes as needed throughout the year due to drops, new enrollments, and families moving to new locations.
- Center directors input initial route information into the data base and update at least monthly.
- Center directors and family & community service workers work individually with families in addressing transportation needs when the family is not within the determined transportation area.

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<b>Subject:</b> Safety Equipment	<b>Number:</b> G.10.4
<b>Service Area:</b> Transportation	<b>Section:</b> General
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.10(d)

**POLICY:** Each vehicle transporting children must be equipped with the following:

- A communication system to call for assistance in case of an emergency
- A charged fire extinguisher mounted near the drivers seat and a sign indicating it's location
- A first aid kit and a sign indicating it's location
- A seat belt cutter for use in emergency evacuation and a sign indicating it's location
- A reverse beeper
- No auxiliary seating, such as temporary or folding seats are used
- A lock box for storage of medication

**PROCEDURE:** The following procedures are in place to ensure vehicles remain equipped with all required items:

- At the beginning of each program year, center directors will inspect buses/vehicles assigned to their center to ensure required safety equipment is on the bus and is operational.
- The collaboration/training specialist will inspect buses/vehicles not assigned to any particular center.
- If a driver needs to use a bus other than the one normally assigned they should check for all required safety equipment when pre-tripping the alternate bus.
- First aid kits are to be checked monthly to ensure they contain all required equipment.
- A supply request or a vehicle maintenance request is to be submitted for any missing or defective equipment.

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<b>Subject:</b> Accidents - School Bus	<b>Number:</b> G.10.5
<b>Service Area:</b> Transportation	<b>Section:</b> General Administrative
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.10 (f)

**POLICY:** SIUC Head Start is required to report all school bus accident in accordance with the Illinois Secretary of State and Southern Illinois University requirements.

**PROCEDURE:**

The steps listed below should be taken after an accident:

1. Check children/passengers for injuries
2. Administer first aid if necessary
3. Determine whether the situation is safe for children/passengers to remain on the vehicle
4. Radio or call the center director with location and injuries
5. Call 911 if necessary
6. Continue reassuring injured and giving first aid until help arrives
7. Center director or designee is to notify the program systems operations coordinator and call Travel Service (453-3357) to inform of accident and request a claim form.
8. If there is a human fatality in the accident, the accident must be reported to the Secretary of State no later than one business day following the date of the accident.
9. If there is bodily injury requiring one or more persons to be transported to a medical facility and the school bus driver involved in the accident is issued a traffic citation, the accident must be reported to the Secretary of State no later than one business day following the date of the accident.
10. If there is disabling damage to any motor vehicle involved in the accident that requires the vehicle or vehicles to be towed from the scene of the accident and the school bus driver is issued a traffic citation, the accident must be reported to the Secretary of State no later than one business day following the date of the accident.

The Secretary of State encourages any center involved in a serious accident to call the Safe Ride unit at (217) 782-7674 immediately. Minor traffic accidents or “fender benders” that do not meet these criteria should not be reported to the Secretary of State.

If a moving violation ticket is issued, the driver is required to have an alcohol and drug test administered. This is coordinated through Human Resources by contacting Barb Anderson at 453-6682.

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<b>Subject:</b> Pick Up/Release of Children	<b>Number:</b> G.10.6
<b>Service Area:</b> Transportation	<b>Section:</b> General
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.10(g)

**POLICY:** Children are to be picked up and dropped off at the locations listed on their emergency data form and released only to parents/guardians or those individuals that parents/guardians have listed on the emergency data form. Unknown individuals will be asked to prove identification before a child is released. When the parent /guardian or designated adult is not home or at the approved drop off location, the child will not be released from the bus. Written notification from parents/guardians and approval by the center director is required to change pick-up/drop-off locations. Unless written notification is provided there can be no change in these locations. No changes in pick-up/drop-off locations will be made based on a phone request. Up to date transportation lists and attendance sheets are to be maintained to account for all children.

**PROCEDURE:**

- Parents/guardians complete an emergency data form listing the names of individuals, other than themselves, that their child can be released to before their child's first day of class.
- When the parent /guardian or designated adult is not home or at the approved drop off location
  - The child will not be released from the bus and the driver should notify the staff person assigned to radio duty.
  - Staff person monitoring the radio will call parent guardian and/or other designated individuals listed on the emergency data form.
  - Driver will be informed if parents, guardians, or other designated adults are reached and where to take the child.
  - If no approved adult is reached by phone, the bus driver will go back by the child's drop off location at the end of the route whenever possible.
  - Child will be returned to center if no approved adult is located and staff will continue to try to reach approved adult by phone.
  - If no approved adult is reached 30 to 45 minutes after the specified drop off time, staff should contact the center director or program services operations coordinator for further instructions.

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<b>Subject:</b> Boarding/De-Boarding	<b>Number:</b> G.10.7
<b>Service Area:</b> Transportation	<b>Section:</b> General
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** SIUC Policy – Boarding/De-Boarding

**POLICY:** The children will board/de-board the bus by classroom under the direction of the center director.

Attendance sheets will be kept for all routes.

Drivers are not to pull away from the center or stops until passengers are seated and properly restrained. This includes all children, monitors, and any adults that are riding.

Buses are to remain running and bus drivers remain in their seats while the children are de-boarding the bus.

Drivers must walk the bus and de-activate the buzzer system and monitors and center director (or designee) must walk the bus to inspect for remaining children and sign the attendance sheet to verify there is no child on the bus after de-boarding at the center.

**PROCEDURE:**

- The center director will organize the boarding/de-boarding of the bus and advise transportation and teaching staff of the procedure.
- Once children have completed de-boarding the bus at the Head Start center, the driver must turn off the bus and immediately proceed with seat inspections from front to back of bus.
- At the back of the bus, the driver must turn off the buzzer.
- Bus monitors and center directors, or their designee (generally a family & community service worker), must also walk the bus and inspect each seat for remaining children after de-boarding is completed at the center.

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<b>Subject:</b> Vehicles to be Equipped with Safety Restraints	<b>Number:</b> G.10.8
<b>Service Area:</b> Transportation	<b>Section:</b> Child Restraint Systems
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.11

**POLICY:** Each vehicle used to transport children will be equipped with height and weight appropriate child safety restraint systems. Buses are equipped with an approved harness system and car seats are available for use on other agency vehicles.

**PROCEDURE:** N/A

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<b>Subject:</b> Required Use of School Buses or Allowable Alternative Vehicles	<b>Number:</b> G.10.9
<b>Service Area:</b> Transportation	<b>Section:</b> Required Use of School Buses or AAV's
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.12(a)

**POLICY:** Children must only be transported to and from centers in school buses that are equipped for use of height and weight appropriate child restraint systems, and have reverse beepers.

**PROCEDURE:** N/A

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<b>Subject:</b> Required Use of School Buses or Allowable Alternative Vehicles	<b>Number:</b> G.10.9.1
<b>Service Area:</b> Transportation	<b>Section:</b> Required Use of School Bus or AAV
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.12(b)

**POLICY:** Permission must be granted from HHS before vehicles are purchased with grant funds. Vehicle must be a school bus or an allowable alternative vehicle that is equipped for use of height and weight appropriate child restraint systems and a reverse beeper

**PROCEDURE:** Once permission is granted from HHS, the purchasing of vehicles is coordinated with the SIUC Purchasing Department and Travel Service in compliance with state and federal regulations

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<b>Subject:</b> Maintenance of Vehicles	<b>Number:</b> G.10.10
<b>Service Area:</b> Transportation	<b>Section:</b> Maintenance of Vehicles
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.13

**POLICY:** State inspections on Head Start vehicles are to be completed bi-annually. There is a set schedule for preventative and regular maintenance. Drivers are required to complete a daily pre-trip inspection of their bus before it is driven on the first route of each day.

**PROCEDURE:**

Routine

- Pre-Trip Inspection: Bus drivers are to complete a daily pre-trip inspection prior to the first route of the day. All items listed on the pre-trip inspection form must be inspected and documented. The original completed pre-trip inspection form should be submitted to the center director daily; the copy should remain in the pre-trip inspection book. The pre-trip inspection book is to be kept in the bus one month after filled and then turned into the center director. A maintenance request form is to be submitted to the center director if pre-trip inspection indicates need.
- Required Safety Inspections: Center directors and the collaboration/training specialist are responsible for coordinating and scheduling semi-annual safety inspections required by the state.
- Preventative Maintenance: Center directors and the collaboration/training specialist are responsible for ensuring an ongoing maintenance schedule is followed for each vehicle. Ongoing maintenance includes winterizing, and a 3000 mile interval service that includes oil/filter changes, lubrication, tire rotations, and fluid level check

Requests for Maintenance

- Staff member should complete a Request for Maintenance form whenever a bus or vehicle needs repairs.
- Center staff should submit the completed form to the center director who will approve and make arrangements with travel service.
- Assigned staff will take the approved form to travel service along with vehicle.
- Completion of repair/inspection will be documented on maintenance request form.
- Completed forms will be submitted to the collaboration/training specialist for documentation.
- Any repairs over \$500.00 will need prior approval. Travel service will call the business manager II to receive the approval and call the center director when repair is complete to arrange pick up of bus.

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<b>Subject:</b> End of Year Bus Procedures	<b>Number:</b> G.10.10.1
<b>Service Area:</b> Transportation	<b>Section:</b> Maintenance of Vehicles
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 05/2008

**REGULATION REFERENCE:** SIUC Policy - End of Year Bus Procedures

**POLICY:**

- All vehicles are to be parked at central office at the end of the school year.
- Buses should be cleaned and swept before parking.
- Items to be removed from the bus and labeled include:
  - Clipboard
  - Notebook/folders
  - Brooms
  - Trash cans
  - Ice scrapers and spray
  - First aid kit
  - Fire extinguishers
- Credit cards and key are to be submitted to central office
- Maintenance request forms are to be submitted

**PROCEDURE:**

- Vehicles are to be parked on the south parking lot. They are to be backed in with the tail not extending over the grass
- After receiving from bus drivers, center directors will submit items to the appropriate staff
  - Administrative Assistant -- keys and credit cards
  - Health/Nutrition Coordinator -- first aid kits
  - Collaboration/Training Specialist -- pre-trip books (completed and partial)
- Center directors are to store the following items
  - Radios
  - Brooms
  - Scrapers
  - Clipboards
  - Emergency data forms
  - Blank pre-trip books
  - Lost and find items
  - Fire extinguishers (center directors should place in plain sight for tagging)
- Drivers are to prepare a list of any maintenance problems or concerns. Center directors are to schedule repairs with travel service before leaving for the summer.

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<b>Subject:</b> Inspection of New Vehicles	<b>Number:</b> G.10.11
<b>Service Area:</b> Transportation	<b>Section:</b> Inspection of New Vehicles at Time of Delivery
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.14

**POLICY:** Bid announcements for buses and alternative allowable vehicles are to include the correct specifications and reasons for use. SIUC Travel Service will inspect each vehicle at the time of delivery to ensure they are equipped in accordance with the bid specifications.

**PROCEDURE:** N/A

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<b>Subject:</b> Appropriate Child Restraint Systems	<b>Number:</b> G.10.12
<b>Service Area:</b> Transportation	<b>Section:</b> Operation of Vehicles
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.15(a)

**POLICY:** Children will be placed in the appropriate child restraint system any time they are transported by SIUC Head Start. All children will utilize the child safety restraints (5 point harness system) that are installed on each bus. Children under the age of eight years that are transported in an SIUC vehicle other than a bus must be secured in a car seat.

**PROCEDURE:**

Buses:

- Center directors will check the weight of the child on the child's physical or most recent height/weight taken at SIUC Head Start
- Center director will place an asterisk or star sticker on the Emergency Data Form of any child weighing over 60 pounds, and notify drivers to place those children a 5 point harness system designed for children weighing over 60 pounds.
- Each child restraint system is to be inspected by the driver prior to each route daily, and tightened/adjusted to ensure the apparatus is secured to the seat
- Bus driver will ensure the bus monitor seats children in the restraint system appropriate to their weight
- Bus monitors will check the restraint system on each child to ensure it is secure and properly fitted. Monitors must ensure that no child is placed in a restraint vest that is not properly fitted to the size of the child. Whenever possible, seats are to be assigned to assist with this requirement

Vans:

- Children under the age of eight years, who may be transported in SIUC vans for purposes other than being transported to and from school on a regular basis, must be secured in an approved child restraint system (i.e. car seat).

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<b>Subject:</b> Storage of Baggage/Personal Items	<b>Number:</b> G.10.13
<b>Service Area:</b> Transportation	<b>Section:</b> Operation of Vehicles
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.15(b)

**POLICY:**

- Baggage( generally back packs) and other items transported in the passenger compartment of the bus are to be properly stored and secured and the aisles are to remain clear and doors and emergency exits unobstructed at all times.
- Rolling backpacks are not to be transported on the bus.

**PROCEDURE:**

- All personal items brought by the children must fit and be transported in the child's book bag or backpack. Exceptions are bedding items for full day children and lending library books that are too large to fit in the child's bag.
- Book bags or backpacks are to be stored under the seat along with bedding and books too large to fit into the bag.
- Bus drivers are to explain the policy to parents/guardian bringing child to the bus if child is carrying something not allowed and notify the center director at the end of the route. Center director is to send a note to the parent explaining the policy.

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<b>Subject:</b> Required Number of Bus Monitors	<b>Number:</b> G.10.14
<b>Service Area:</b> Transportation	<b>Section:</b> Operation of Vehicles
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.15(c)(d)

**POLICY:** There must be one bus monitor on board at all times with additional monitors added for every 10 children once the count goes past 20 (21 or more children = 2 bus monitors, 31 or more children = 3 bus monitors) .

Except for bus monitors, who are assisting children, all vehicle occupants must be seated and wearing height and weight appropriate safety restraints while the vehicle is in motion.

**PROCEDURE:**

- Center directors are responsible to ensure there is an adequate number of bus monitors to staff all buses for each daily route.
- Bus drivers cannot leave for their route without the proper number of monitors on board. Bus Driver is responsible to notify the Center Director regarding number of needed monitors.

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<b>Subject:</b> Stop Arm Violation	<b>Number:</b> G.10.15
<b>Service Area:</b> Transportation	<b>Section:</b> Operation of Vehicles
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** SIUC Policy – Stop Arm Violation

**POLICY:** Stop arm violations are to be reported to the state attorney's office

**PROCEDURE:**

- Bus drivers are to report a stop arm violation by phone to the state attorney's office of the county where the violation occurred.
- The phone call must be made immediately following the route in which the violation occurred
- Bus drivers must notify the center director that the call has been made.
- Bus drivers are to document the incident and the call on the Transportation Incident Report form.

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<b>Subject:</b> Driver Qualifications	<b>Number:</b> G.10.16
<b>Service Area:</b> Transportation	<b>Section:</b> Driver Qualifications
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.16

**POLICY:** Bus drivers must have a current and valid Illinois CDL driver’s license, an Illinois school bus driver permit, and a physical examination, which includes a drug and initial TB test. State of Illinois requirements and regulations are followed in regard to revoked or suspended licenses. Procedures are in place for interviewing, securing background checks, and current driving record. Individuals not meeting the above requirements are rejected.

**PROCEDURE:** SIUC Head Start follows state of Illinois regulations that require all bus drivers whether paid or not, comply with the following:

- Possess a valid driver’s license which has not been revoked or suspended for one or more traffic violations during the three years immediately prior to the date of application.
- Have not been convicted of more than two moving traffic violations within a twelve month period.
- Have not been convicted of reckless driving or driving under the influence or manslaughter or reckless homicide while operating a motor vehicle within the past three years
- Have signed and submitted a written statement certifying they have not caused an accident while operating a motor vehicle which resulted in the death of any person within the five years immediately prior to the date of application
- Possess a CDL and a valid school bus driver permit that has not lapsed.
- In addition, SIUC requires all bus drivers have two years experience driving buses or operating other heavy equipment on highways.

Obtaining an Illinois School Bus Driver’s Permit (Updated 8/04)

The Illinois Secretary of State requires all persons to successfully complete the following before being allowed to test for an Illinois bus driver permit:

- *Fingerprinting background check*
  - A driver’s license or picture ID and a fee is required to be fingerprinted.
  - Background checks are conducted by a state contracted vendor. Schedules are provided for potential drivers to obtain dates, times, and fingerprint locations.
  - Get fingerprinted
  - Submit receipt from fingerprint vendor to administrative office. The receipt is required to receive the reimbursement for the fee.

- *Physical examination*
  - Must include a drug and initial TB test within 90 days prior to the date of application
  - SIUC Head Start will pay for the initial physical exam and the physical exam performed every two years.
- *Initial bus driver training course*
  - An appointment will be made for the potential staff and information will be provided regarding the date. The fee will be paid by SIUC Head Start.
- *Minimum of four hours behind the wheel*
  - The center director will inform the driver regarding training dates and times and behind the wheel instructions.

A Letter of Intent is required to take the written exam prior to the driving exam.

#### Renewal of Illinois School Bus Driver Permit (Updated 9/00)

Employee should submit the following to their supervisor for re-application of a school bus driver permit:

- Physical Examination, which includes a drug test, and Certificate for Illinois School Bus Driver. This requirement must be met within 90 days prior to the date of re-application for the permit.
- Required annual refresher training course certification.
- Employer Certification form with application information completed.
- Check or money order payable to the Secretary of State for the required fee.

Supervisor should submit the following to the Head Start administrative office for an employee's re-application for a school bus driver permit:

- Employer Certification form with applicant information and re-applicant section completed
- Physical Examination and Certificate for Illinois School Bus Driver
- Copy of the attendance sheet for school bus driver refresher course
- Check or money order payable to the Secretary of State for the required fee

The Head Start administrative office will mail the certification form along with the check or money order fee.

#### Expired Permit

- Once a permit expires, employees may no longer operate a school bus.
- Re-applications must be processed in the Secretary of State Office no later than 30 days following the expiration date of the permit, or additional steps, including the fingerprint process, will be required in order to secure a new permit.

Business Manager is responsible to certify the following requirements for the *Re-Application for a school bus driver permit*:

- Possession of a current and valid driver's license and a valid school bus driver permit that has not lapsed for more than 30 days.
- Completion of an Employer Certification Form (on reverse of Illinois Secretary of State School Bus Application/Certification Form) verifying the following information

- Employee has completed a yearly physical, which includes a drug test, and the required Medical Examiner's Certificate has been submitted to the employer. This requirement must be met within 90 days prior to the date of re-application for the permit.
- Employee has completed the required annual refresher training course.
- Mailing the completed Employer Certification form, along with the required fee made payable by either check or money order to the Secretary of State, to: Driver Services Department, School Bus Safety Section, 2701 South Dirksen Parkway, Springfield, IL 62723. Allow two to three weeks for processing

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<b>Subject:</b> Driver and Bus Monitor Training	<b>Number:</b> G.10.17
<b>Service Area:</b> Transportation	<b>Section:</b> Driver & Monitor Training
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.17

**POLICY:** Bus drivers and monitors are required to participate in training and development on a regular basis to ensure state and federal training regulations are met. Drivers must attend a refresher course annually presented by the Illinois Secretary of State. The refresher course is a requirement of annual bus permit renewal. Road performance observations must be completed annually by supervisors and incorporated into the annual performance evaluation.

**PROCEDURE:** Drivers hired by SIUC Head Start have completed both classroom and behind the wheel training as required by the State of Illinois to be granted a bus driver permit. Additional training provided by Head Start includes, but is not limited to:

- Child boarding and exiting procedures
- Pick up and release of children
- Railroad crossing safety
- Emergency and evacuation procedures
- Special assistance required based upon a child's IEP
- Operation of special equipment
- Completing required paperwork
- Post trip inspections (ensuring no child left on bus)
- Child restraint systems
- Child development and management
- Child abuse and neglect
- Agency procedures

Drivers must complete an annual refresher course to renew their license that includes how to administer basic first aid. In addition, drivers are encouraged to become and remain certified in first aid and CPR through training offered by SIUC Head Start or community partners.

Bus monitors receive training as part of new staff orientation on the following items:

- Child boarding and exiting procedures
- Pick up and release of children
- Child restraint systems
- Required paperwork
- Emergency and evacuation procedures
- Use of special equipment
- Special assistance required based upon a child's IEP

- Pre and post vehicle inspection
- Child abuse and neglect
- Child management
- Developmental activities that can be used on the bus

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<b>Subject:</b> Trip Routing	<b>Number:</b> G.10.18
<b>Service Area:</b> Transportation	<b>Section:</b> Trip Routing
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.20

**POLICY:** Specifics of the transportation service areas are determined on an annual basis and are based on such factors as numbers of children enrolled from each community or geographic area. In case of hazardous conditions, SIUC Head Start will use alternate routes for transportation purposes.

Routes must be developed to minimize the need to back up or make U turns and stops must be located to minimize traffic disruptions as much as is possible

Routes must be set up to limit each child's route to one hour or less whenever possible and to ensure that children are picked up curbside with the exception of one way streets.

Drivers must limit their wait at each house to one (1) minute.

Maximum capacity of each bus shall not be exceeded.

No child will be allowed to walk to and from the bus to pick up/drop off location without being escorted by an adult.

**PROCEDURE:**

- Routes are to be developed by bus drivers and approved by center directors
- Routes are to be established that follow safety federal, state and local safety regulations.

Routes are to be set up to:

- Limit each child's ride to one hour or less unless there is no shorter route available or any shorter route is unsafe or impractical. Drivers are to limit their wait at each house to one (1) minute.
- Ensure children are picked up curbside with the exception of one way streets.
- Ensure maximum bus capacity is not exceeded throughout route
- Limit the need to back up or make U turns
- Stop at the best location at the child's home to provide the best view in front and behind the vehicle
- Minimize disruption to traffic during stops

Alternate routes:

- Are used whenever environmental issues, weather related situations, or civil disturbances interfere with scheduled transportation routes.

- Situations requiring the use of alternate routes could include snow, ice, severe thunderstorms, tornados, floods, chemical spills from trucks or trains, earthquakes, fires, or hostage situations.
- The decision may be made to either dismiss early or hold children at the center past the normal dismissal time to avoid sending buses out during hazardous conditions.
- Parents would be notified of this decision and given the opportunity to pick up their children.
- If hazardous conditions occur while on route, driver must radio into the center with report and the decision will be made whether to continue on with route, return to the center, or attempt an alternate route. I
- In addition public or private facilities (i.e. libraries, churches, police stations, fire stations, hospitals) along the routes may be used for shelter. Driver must radio center to report location so parents can be notified.

#### Walking to and From the Bus

- No child will be allowed to cross the street without being escorted by an adult.
- Generally, parents/guardians or a designated adult are responsible for escorting their children to and from the bus.
- Head Start assumes responsibility for children after they have entered the bus.
- Parents/guardians sign a transportation agreement before their child is transported that specifies that they are responsible for escorting their child to and from the bus.
- Occasionally, it may be necessary for the bus monitor to escort the child/ren to and from the bus and their home or center.
  - In these circumstances, children on the vehicle are under the supervision of the bus driver and secured in appropriate child restraint systems, and the bus monitor is in sight and sound of the vehicle.
- If no parent/guardian or designated person escorts the child to and from the bus, the driver is to report the incident to the staff person assigned to the radio and document the incident on the Transportation Incident Report form.

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<b>Subject:</b> Safety Education for Parents and Children	<b>Number:</b> G.10.19
<b>Service Area:</b> Transportation	<b>Section:</b> Safety Education
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.21

**POLICY:** Parents/guardians must be provided training on transportation and pedestrian training during parent orientation in order to work in partnership with drivers and monitors to assure the safe transport of their children.

Teachers must receive training on providing children instruction on transportation and pedestrian training and ensure such training is developmentally appropriate and is provided to children within the first 30 days of the program year with additional safety activities provided throughout the year.

Bus evacuation drills must be conducted within the first 30 days of attendance (generally in September), in January, and April.

**PROCEDURE:**

Safety Education for Parents

Training is provided to parents at parent orientation on transportation and pedestrian safety which includes the importance of escorting their child to and from the bus along with information on the training provided to children so these concepts can be reinforced at home.

Safety Education for Children

Classroom teachers are to plan and implement developmentally appropriate classroom activities during the first thirty days of the program year that include:

- Safe riding practices
- Safety procedures for boarding and leaving the vehicle
- Safety procedures in crossing the street
- Recognition of danger zones around the vehicle
- Emergency evacuation procedures including participating in an evacuation drill on the vehicle the child will be riding

In addition, bus safety activities are conducted weekly to ensure children entering the program throughout the year receive safety education during their first thirty days of programming.

All planned activities are to be documented on the monthly lesson planning form.

### Bus Evacuation Drills

- Center directors are responsible for scheduling and monitoring the completion of bus evacuation drills.
- Drills are to be completed within the first 30 days of attendance (generally in September), in January, and in April of each program year.
- Teaching staff should be included in the drills.
- Children are to participate in a drill on a bus that they regularly ride.
- Bus evacuation drill forms should be completed and posted at the center.
- Bus evacuation drill forms are to be turned in to the program services operations coordinator at the monthly center director meeting in October, February, and May.

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<b>Subject:</b> Transporting Children with Disabilities	<b>Number:</b> G.10.20
<b>Service Area:</b> Transportation	<b>Section:</b> Children with Disabilities
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.22

**POLICY:** SIUC Head Start is committed to upholding the provisions of Section 504 of the Rehabilitation Act of 1973 ensuring that no person, adult or child shall solely because of his/her special need/disability be excluded from participation. The agency has a bus equipped/designed for transportation of children with disabilities and is made available to whichever center has the need based on the child's IEP or medical referral.

**PROCEDURE:**

- Special transportation requirements for a child with an IEP will be specified on the IEP and arrangements will be made for any special equipment, assistive technology or personalized services indicated.
- SIUC Head Start has one bus that is equipped and designed for children with disabilities.
- Training will be provided to bus drivers, monitors, center directors, and teachers on any special equipment or procedures outlined in the IEP.

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<b>Subject:</b> Coordinated Transportation	<b>Number:</b> G.10.21
<b>Service Area:</b> Transportation	<b>Section:</b> Coordinated Transportation
<b>Relevant Forms:</b> Located on P:/common drive	<b>Date Effective:</b> 12/2006

**REGULATION REFERENCE:** Performance Standard 1310.23

**POLICY:** SIUC Head Start must identify the cost of providing direct versus contractual services and explore the options of participating in coordinated public/private transportation systems, if available. Other human service agencies providing transportation services must be identified.

**PROCEDURE:** N/A