

# Bishop Indian Head Start Transportation Handbook



## School Location

405 North Barlow  
Bishop CA 93514  
760-872-3911

## Contact Information

Bus	Driver	Cell
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85	TBA	

### **Core Objectives of Head Start**

- ❖ Enhance children's growth and development
- ❖ Strengthen families as the primary nurturers of their children
- ❖ Provide children with educational, health and nutritional services
- ❖ Link children and families to needed community services
- ❖ Ensure well-managed programs that involve parents in decision-making

# TABLE OF CONTENTS

<b>Welcome Letter</b>	<b>Page 3</b>
<b>Friendly Transportation Reminders</b>	<b>Page 4</b>
<b>Bus Drop Off Policy and Procedures</b>	<b>Pages 5-6</b>
<b>Transportation Safety Education Curriculum</b>	<b>Pages 6-7</b>
<b>Danger Zones</b>	<b>Pages 7-8</b>
<b>BIHS School Bus Safety</b>	<b>Page 9</b>
<b>DAILY BUS SIGN IN/OFF POLICY</b>	<b>Page 10</b>
<b>Transportation Medication Policy</b>	<b>Page 11</b>
<b>Field Trips</b>	<b>Page 11</b>
<b>Hazardous Road Conditions</b>	<b>Page 13</b>
<b>No Idle Zone / Anti-Idling</b>	<b>Page 13</b>
<b>BUS DRIVER POLICY</b>	<b>Page 14</b>

Dear Parents and Staff;

BIHS staff believes forming parent, family and community partnerships enables us to provide a wonderful experience for you and your child; in preparing for school readiness. Participating in Transportation and Pedestrian Safety Education activities; increases Health and Safety Awareness for your child, family and our community. Together we believe BIHS School Readiness goals can be accomplished.



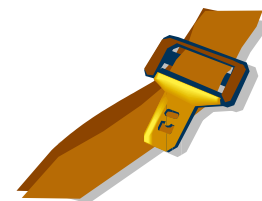
My name is Susie Cisneros; I am the Director of BIHS and a substitute bus driver. I have been transporting BIHS students since July 28<sup>th</sup> 2013. BIHS is currently seeking responsible individuals to join our Transportation Team. Gwen Turner has been driving for Head Start for approximately 20 years and has been working for the Bishop Tribe for over 25 years! On December 26<sup>th</sup> 2014, Dawn Conway, a BIHS Associate Teacher recently joined our BIHS Bus Driver Team. As Bus Drivers we recognize that we take on an extremely important job, seeing that your child is safely transported from school and during field trips. We take this job Serious! We must meet high standards and regulations set before us in seeing that these procedures are met, and with your help and involvement we can ensure that we are doing everything possible for the safety of your child.

Head Start standards have set high regulations on the protection for each and every child enrolled, along with that; we must take constant control on the whereabouts of each child. If your child rides the bus from school, we implement the rules on accountability and with your help this should become a smooth process period. Regulations state that we must keep daily attendance records (just like the ones in the classrooms) on the bus. In the afternoon, the Teacher or Staff member will release your child to the Bus Driver. When your child is brought home or to the designated drop-off spot; a **Parent/Guardian or Emergency Contact Person MUST MEET the Bus and sign-off**, showing that you have received your child.

Official route schedules will be released in the second week of the start of school. Remember these are only approximate times allowing for 15 minutes prior to drop off time and 15 minutes after scheduled drop off times. Please read the attached information in this Transportation Handbook and sign that you have received the handbook with your classroom teacher.

I would also like to invite all of you, to come to Head Start during the first month of school, as we will be conducting our first Bus Evacuation Drill. We talk to the children about the rules of the bus, how to board and exit the bus safely and staying buckled up. We show students how to escape the bus in an emergency situation and the "DANGER ZONES" of the bus. Throughout the year we will continue to organize Pedestrian Safety workshops with the California Highway Patrol, Bishop Police, Bishop Tribal Police, and Indian Health Services. The program will emphasize traffic signs, helmet wearing, crossing the street, walking on the right side of the road, buckling up, etc. Tools that we as care providers, parents and guardians need to know, to teach our children safety. Times will be sent home prior to events and if the program needs to re-schedule for any reason, the school will be sending information home with your child. Thank you for enrolling at Head Start and putting your trust in us with the most precious gift of all, Your Child!

Please feel free to call any time with questions.  
Buckle-up Someone Needs You!  
Susie Cisneros, Gwen Turner, and Dawn Conway



# FRIENDLY REMINDERS

- ✓ **Be sure and have someone home during 2:30 – 3:30pm. Bus Schedules are only approximate.**
- ✓ If you know that no one will be home during this time; please come to the Head Start Center No Later than 2:30pm, as this is the time school is out. If it is an EARLY release day it would be 12:30pm.
- ✓ When no one is home to meet your child at their drop off location, the child has to come back to school for the parent/guardian to pick up.
- ✓ In order to keep legality and route times on schedule, we must have all transportation forms current and Prior to departures from school.
- ✓ The buses will ONLY take children to the location the parent/guardian has designated on the Transportation Form. If the child needs to be taken to another location a NEW Transportation Form must be filled out 6 hours prior to buses leaving. No Phone Calls will be accepted...
- ✓ If an EMERGENCY arises a phone call may be made to the school as soon as possible, stating the nature of the Emergency.
- ✓ Another reminder is that the buses can only keep children on for 1 hour, so PLEASE be outside ready to meet your child when the bus arrives, there will be NO phone calls or door knocking. The buses are allowed to honk 3 times, but if no one comes to meet the child, the child will be taken back to Head Start and the parent will have to pick the child up at the school.
- ✓ Buses will not be driving up long driveways for home delivery. The drop off site will be determined at the safest main road location.
- ✓ Calls will be made to parents who have listed drop off points. Please review the Bus Drop off Policy with babysitters and child care providers.
- ✓ If your child is dropped off on the road, opposite side of the home, please wait until the bus has fully stopped before crossing. Once the bus has stopped and you have signed your child off, the bus driver will cross you back across the street. Please also make sibling follow these same rules. Even though it is against the law to pass a stopped school bus, there are still violators out there.
- ✓ Your child's teacher will go over bus safety rules, during your home visit. Please practice with your child at home before the first day of riding the bus.



Bishop Indian Head Start

## Bus Drop-Off Policy & Procedures

### Policy:

To ensure all children are transported to field trip activities and returned to their homes safely. We have developed the following procedures.

### Procedures:

1. The Bishop Indian Head Start children will be transported only on a designated School Bus or alternate vehicle which meets performance standards 1310.12. All transportation and emergency forms must be completed and turned into Bishop Indian Head Start transportation department prior to any child who shall ride the school bus.
2. For legality and bus routes the Transportation forms must be current prior to departures from school. The buses will ONLY take children to the location the parent/guardian has designated on the Transportation Form. If the child needs to be taken to another location, a NEW Transportation Form must be filled out 6 hours prior to buses leaving the center. No phone calls will be accepted. If an EMERGENCY arises, a phone call may be made to the school as soon as possible, stating the nature of the Emergency. This information will be given to the child's Teacher, Bus Driver and the child's center file.
3. No person or persons other than Bishop Indian Tribal Council employees, Bishop Indian Head Start enrolled children, CHP officers, Certified School Bus Instructors, Federal review team member for Head Start Performance Standards protocol and certified auto repair workers (while inspecting or repairing the bus) shall be able to ride the Bishop Indian Head Start School Buses.
4. The Parent or Guardian must notify the Bishop Indian Head Start Center by 8:00am if their child will not be attending school or riding the bus home. Our Head Start Center has an answering machine for messages left during the time when staff is not available. Head Start Staff will start arriving at School around 6:45am.
5. Parents will need to bring their child to school no later than 8:00am each morning, Monday thru Friday. The Bishop Indian Head Start Center will not be doing a morning Pick-Up Bus service, only an afternoon School Bus run. Children may be dropped off in the classroom no earlier than 7:45am. All children need to arrive no later than 8:00am to receive the full benefits of the Head Start program.
6. To ensure the safety of the child, the Bus Monitor will help the child get on and off the bus. While on the bus the Monitor will make sure the child is properly belted in, facing forward, feet and backpacks under seats and voices are low and respectful to others. The Bus Monitor will also escort the children to the exit door to the awaiting parent or guardian at the drop-off location. Teachers/Teacher's Aides and other Head Start Staff will help load and buckle-up the children on the buses in the afternoon. Head Start school hours are 8:00am to 2:30pm Monday thru Friday. Buses will depart Monday thru Friday from school at 2:30pm.
7. It is the responsibility of the Head Start Bus Driver to ensure that No Child will be dropped off at a designated drop-off point if the Parent, Guardian or Emergency Contact listed Person is not present to meet the child. Any persons not recognizable to the Bus Driver or Bus Monitor will have to produce a current picture I.D. to the Bus Driver proving that they are the person on the contact list. All persons accepting children must be 18 years or older. If no one is present to meet the child, the child will be taken back to Bishop Indian Head Start and it will become the responsibility of the Parent, Guardian or Emergency Contact Person to pick the child up at the school office. If the child is not picked up by 5:00pm and all efforts to contact the Parent, Guardian or Emergency Contact Person are fruitless, the Head Start Director will contact the Inyo County Sheriff Department. The child will be turned over to the care of CPS (Child Protective Services). The Parent or Guardian must contact the Head Start Director to arrange a conference to discuss the seriousness of the situation and to once again establish Bus transportation service for the child.

(Bishop Indian Head Start Program does recognize that emergency situations do occur. Please contact the program prior to 11:00am or earlier if any emergency comes up).

8. At no time shall the Bus Driver or Bus Monitor exit the Bus unless it is an Emergency or a cross over is deemed necessary for a child. Parents/Guardians or the drop off contact person must meet their child at the Bus exit door steps and sign-off their child (a full name signature and time must be recorded on the document). Children may only remain on the Bus for 1 hour. The parent/guardian or drop off contact person must be outside ready to meet the bus when it arrives. There will be NO phone calls or door knocking. The buses will be allowed to Honk the horn 3 times, but if a parent/guardian or drop off contact person does not come out to meet the child, the child will be taken back to Head Start and the parent/guardian will have to pick the child up at the center.
9. The Bishop Indian Head Start school buses leave at 2:30pm Monday –Friday. Please make sure someone is home to receive your child at the drop off time. Bus schedules will be given out, remember that these are approximate times and that you should allow extra time allowance for Buses to arrive. The bus schedule once established should run around the same time each day as long as there is an adult outside waiting to meet the bus.

#### **Procedure for Non-compliance drop-off is as follows:**

- **First Incident:** The Bishop Indian Head Start Program will Contact or make a home visit to discuss what can be done by both parties to ensure that this situation does not take place in the future.
- **Second Incident:** A letter will be sent to the parent by the Head Start Director.
- **Third Incident:** The incident will be reported to the Inyo Child Protection Services (CPS) and Bus service will be terminated.

"The key elements in the art of working together are how to deal with change, how to deal with conflict, and how to reach our potential...the needs of the team are best met when we meet the needs of individuals persons."

Max De Pree (born 1924)

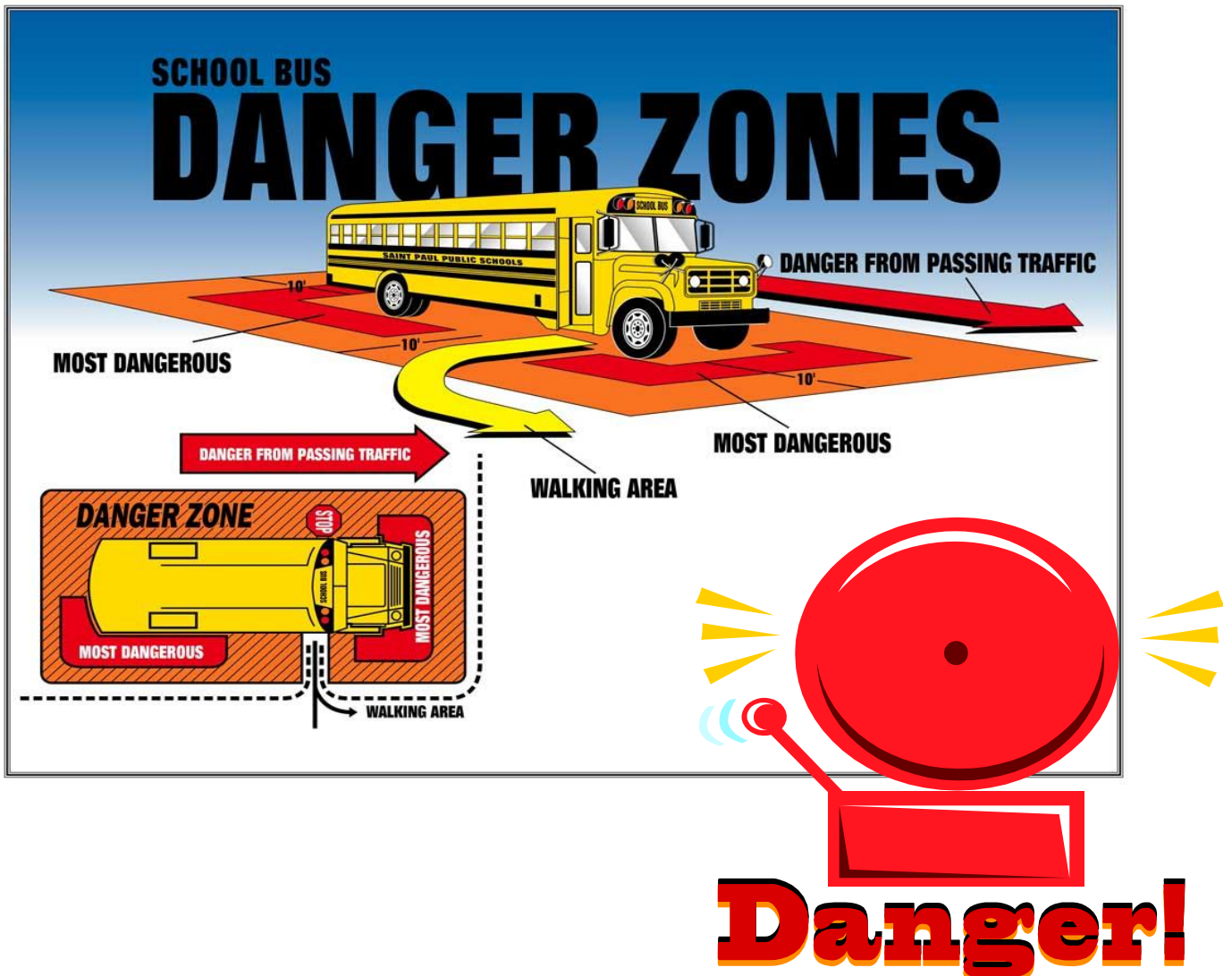
#### **Transportation Safety Education Curriculum Meeting the Head Start Program Performance Standards**

Head Start provides bus transportation services to enrolled children from school and during special event trips. For this reason, all children, parents and guardians need to know bus safety rules and procedures. Goals and objectives also address pedestrian safety as well as rider safety. This curriculum supports many Head Start Program Performance Standards including:

##### *Performance Standard Sec. 1310.21 Safety Education*

- (a) Each agency must provide training for parents and children in pedestrian safety. The training provided to children must be developmentally appropriate and an integral part of program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must be provided within the first thirty days of the program year.

- (b) Each agency providing transportation services, directly or through another organization or an individual, must ensure that children who receive such services are taught;
1. Safe riding practices
  2. Safety procedures for boarding and leaving the vehicle
  3. Safety procedures in crossing the street to and from the vehicle stops
  4. Recognition of the danger zones around the vehicle
  5. Emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding
- (c) Each agency providing transportation services must provide training for parents that;
1. Emphasize the importance of escorting their children to the vehicle stop and the importance of reinforcing the training provided to children regarding vehicle safety; and
  2. Compliments the training provided to their children so that safety practices can be reinforced both in Head Start and at home by the parent.
- (d) Each agency providing transportation services must ensure that at least two-bus evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year.
- (e) Each agency providing transportation services must develop activities to remind children of the safety procedures. These activities must be developmentally appropriate, individualized and be an integral part of the Head Start or Early Head Start program activities.





**What is the "danger zone"? It is the area surrounding the bus where children are hard to see. We want your children to be safe when they travel to and from school. Please help us by:**

- If your student misses the bus at their regular stop, do not follow the bus to the next stop and let your child walk/run beside the bus to get on. The driver cannot see the student in the danger zone, especially if it is dark and could possibly hit them as they pull away from the stop. Take your student to school.
- Make children stay at least 10 feet away from the bus until they begin to enter. Children will be able to see the driver and the driver can see them.
- If children must cross the street to the bus they should cross the street 10 feet (five giant steps) in front of the bus where they can see the driver and the driver can see them.
- Warn the children that, if they drop something, they should never pick it up. Instead, they should tell the driver and follow the driver's instructions. If they bend over to pick up a dropped object, they might not be seen by the driver and could be hurt if the driver pulls away from the stop.
- Remind children to look to the right before they step off the bus. Car drivers in a hurry sometimes try to sneak by the bus on the right hand side.
- Teach your child to secure loose drawstrings and other objects that may get caught in the handrail or door of the bus as they are exiting.
- If you meet your child at the bus stop after school, wait on the side where the child will be dropped off, not across the street. Children can be so excited at seeing you after school that they may dash across the street and forget the safety rules.



**BISHOP INDIAN HEAD START  
SCHOOL BUS SAFETY**

The Head Start Bus Drivers and Teachers provide bus safety curriculum in the classroom throughout the school year. The Bus Safety program demonstrates and encourages the rules and procedures that ensure our children a safe ride during school field trip activities, the ride home after class and pedestrian safety in their own personal surroundings. Emphasis is not only placed on the ride itself, but with waiting for, boarding and getting off the school bus.

<b>RULES FOR BOARDING THE SCHOOL BUS:</b>	<b>RIDING THE SCHOOL BUS:</b>	<b>UNLOADING THE SCHOOL BUS:</b>
Always think about Safety	Always follow directions, listen to the Bus Driver and Monitor	Never unbuckle your seat belt while the bus is moving. The Bus Driver will tell you when it is safe to start unbuckling (Bus Driver and Bus Monitor will help children)
The need to use the bathroom should be taken care of prior to lining up (some children are on the bus close to an hour)	Never unbuckle seat belts until Bus Monitor says it is ok to do so	Continue to stay in seats until Bus Driver or Bus Monitor tells
Be ready and lined up to board the bus when it arrives	Keep your feet and arms in front of you and always sit on your bottom. Never throw anything out the windows	Riders closest to the front of bus leave their seats first
No running or pushing when waiting for bus to arrive	No Eating, Drinking or Gum chewing. No Balloons or live critters	No pushing friends in front of you, or walking backwards
Only load bus when Bus Driver or Teachers say it's safe to board	Toys, items brought to share and class projects need to be tucked away in backpacks (Parents please always send a backpack and an extra set of clothing with your child to school each day)	Use the handrail when getting off the bus
Never go near the "DANGER ZONE" of the bus (children will be taught about the "Danger Zone")	Don't talk too loudly or shout while on the bus so the Bus Driver can do her job safely	Stay by your Parent/Guardian until bus leaves
Hold the handrail while you get on the bus	Always be nice and respectful to your friends	Never walk behind the bus, or reach under the bus for anything, the "DANGER ZONE"
Go to your seat, sit down and BUCKLE UP (staff helps)		

## DAILY BUS SIGN IN/OFF POLICY

TITLE OF FORM: Bus Daily Attendance & Parent Release Record

DATE STARTED: First day of School

DATE COMPLETED: Last Day the Child Rides School Bus

### PROCEDURE:

1. Each child will be signed on and off the bus by the teaching staff, Parent/Guardian or approved caretaker.
2. The Bus Driver will ensure the bus route is conducted in a timely manner and as scheduled with each stop.
3. When leaving the Bishop Indian Head Start Center, the Bus Monitor along with the Teaching staff will escort children on the school bus from individual classrooms, signing the Bus Daily Attendance & Parent Release Record form, releasing children to the Bus Driver.
4. The Bus Driver will arrive at the bus stop. The Bus Monitor will assist the child to the buses front exit door steps. The Parent/Guardian or approved caretaker will document the time and full signature sign as the approved person taking the child from the Bishop Indian Head Start school bus, thus releasing Bishop Indian Head Start Bus Driver from custody of the child's care.
5. When dropping off the child and No one is at the bus stop or is under 18 years of age, the child will be returned to the Center. This will implement the Emergency Contact Procedures.
6. Any persons not recognizable to the Bus Driver or Bus Monitor will have to show a current picture I.D. to the Bus Driver proving that they are the person on the contact list.
7. Completed Bus Daily Attendance & Parent Release Records will be given and maintained with the Support Service Manager at the end of each school day, filed at the Center.



## Transportation Medication Policy and Procedures

TITLE OF FORM: Medication Form  
DATE STARTED: First day of School  
DATE COMPLETED: Last Day the Child Rides School Bus

### PROCEDURE:

- ✓ A sign off sheet must be used to document the medicines chain of custody.
- ✓ The medication must be securely locked once on the bus and never unattended.
- ✓ Once arrived at the Head Start Center the medicine will be turned over to the Health & Disabilities Manager.
- ✓ Once the bus prepares to load for home departure the Health & Disabilities Manager again releases the medication to the Bus Driver. Following procedures from chain of custody.
- ✓ When the bus reaches the child's drop off location, the medicine is unlocked and given to the parent/guardian and signed off for on the chain of custody medication form.

Bishop Indian Head Start-Chain of Custody Medication Form		
Name of Child: _____	Parent: _____	Date: _____
Type(s) of Medication Approved and Signed by Physician: _____		
Special Instructions for Medication: _____		
Parent Name Release: _____	Signature: _____	Date: _____
Bus Driver Name: _____	Signature: _____	Date: _____
Health & Disabilities Manager Name: _____	Signature: _____	Date: _____
Bus Driver Acceptance Name: _____	Signature: _____	Date: _____
Parent /Guardian Acceptance Name: _____	Signature: _____	Date: _____

### Child Health and Safety **Field Trip Safety**

#### **Policy**

BIHS staff will ensure that safety is the first priority on all field trips and outings away from the BIHS site.

#### **Procedure**

1. A minimum of two adults will accompany children on any outings that are not on BIHS premises.
2. Children will wear identification tags or buttons on all outings including trips to nearby parks. The child's name will not appear on tag/button. Identification shall consist of "BIHS" and the office telephone number. For safety reason, tags/buttons are not to be worn around the neck.
3. Emergency consent forms and properly stocked First Aid Kits must be taken on all field trips and other outings.

4. There must be a ratio or cell phone of at least one adult per eight children on field trips and whenever possible the adult/child ratio should be as high as one adult per two children. It is particularly important to have a high adult to child ratio when going to places that have either a large number of people present or near water (river, lakes, ponds), areas that are remote and have few emergency facilities/phones nearby.
5. Teachers must ensure that medication or equipment needed to ensure the safety of a child with special medical needs (asthma, diabetes or other potentially life threatening conditions) is taken on the field trip.
6. If there are children who need one on one monitoring or attention and they are currently receiving services from EC CCARES or has a Behavior Plan, teachers should call to make arrangements to have EC CCARES or child's parent(s)/guardian(s) accompany the child on the fieldtrip.
7. Toileting: A BIHS staff person will always accompany children into off-site restrooms during fieldtrips. If gender restrictions on the public restroom facilities might interfere with this, the teaching staff are required to make arrangements to assure that teaching staff can accompany either male or female children into the public restroom.

### **Field Trip Planning**

*BIHS field trips will be preplanned and developmentally appropriate for children and enhance the educational experience of children, parents, volunteers and staff.*

### **Transportation**

1. No more than one (1) hour in one-way travel time.
2. Any field trip requiring bus transportation must be pre-approved by the BIHS Director on the Activity Request form. Request for bus service from BIHS must be approved one week prior to the scheduled field trip.
3. No siblings are permitted to ride the bus on field trips. Siblings attending field trips (via personal vehicles) are the sole responsibility of the parent/guardian for supervision. Private vehicles can only be used by parent or authorized people to transport their own children. No other BIHS children may ride in that private car.
4. Parents escorting siblings cannot be counted in the ratio of one adult per every four children (4:1) since they are totally responsible for taking care of the siblings.
5. BIHS children riding in their parent's vehicle during a field trip must be signed out and released to the parent(s)/guardian(s) prior to leaving on the field trip.
6. Parent(s) or guardian(s) who request their child to be transported by individual using own vehicle must sign a permission slip for BIHS Child to ride in a private car. Such child will only be signed out by such person if that person is also on the child's pick-up list. Such child will be signed out of the BIHS Sign-In/Out classroom sheet and will be responsibility of the person indicated by the parent on the permission slip.

***Bishop Indian Head Start children who are not signed in or out by the parent(s)/guardian(s) are the responsibility of the BIHS staff.***

### **Teacher Responsibilities**

1. The field trip will be relevant to the curriculum (reflective of needs, interests and cultures of children). Document relevance on Activity Request form.
2. Staff will check that parents have signed permission for field trips. If there is no record of signed permission form, written permission will be obtained.
3. Classroom discussion will happen both before and after the field trip to prepare children and assess outcomes.
4. Parents and volunteers will accompany field trips to ensure adequate supervision with appropriate adult/child ratios. There will be a ratio of at least one adult per eight children on field trips. Whenever possible the adult/child ratio should be as high as one adult per four children. It is particularly important to have a high adult to child ratio when going places that have either a large number of people present or near water (river, lakes, ponds), areas that

are remote and have few emergency facilities/phones nearby. If possible, an adult/child ratio should be as high as one adult per two children.

5. Children will be counted and names recorded on an attendance sheet prior to leaving, at arrival and before returning.

### **Parent Responsibilities**

1. Parents will be notified of any details about each field trip.
2. Alternate arrangements will be made for children unable to participate.
3. BIHS staff will discuss field trips at parent meetings, sharing how the field trips integrate into the curriculum, and how parents can be involved.
4. Parents are encouraged to attend fieldtrips; however, they may need to provide their own transportation due to limited seating on the bus.

### **Steps to request field trip permission**

1. Teachers will submit an Activity Request Form to the Director for approval at least 5 days prior to the field trip date.
2. A Field Trip Planning Checklist must be completed as the planning process by each Lead Teacher to assure appropriate planning and a smooth day.
3. The Health and Disabilities Manager and or Director will approve all menu requests for field trips.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.22 and 45CFR Section 1304.21

## **Hazardous Road Condition Policy**

### **Policy**

Bishop Indian Head Start will ensure the safe transportation in case of a hazardous road condition or change in the usual route.

### **Procedure**

1. The driver will notify the Transportation Manager (BIHS Director) to make a decision on changes to the unusual route due to hazardous road conditions or some other unusual situation.
2. If the Transportation Manager (BIHS Director) is not available, the chain of command is:
  1. Health and Disabilities Manager
  2. Tribal Administrator
  3. Assistant Tribal Administrator
  4. Maintenance Supervisor
3. Each situation will be dealt with in an individual manner, as every circumstance will be different.

This policy complies with Head Start Performance Standard 1310.20(b) (7)

## **No Idle Zone / Anti-Idling**

### **Policy**

Bishop Indian Head Start has identified unnecessary vehicle idling as a contributor to air pollution and increased health risk. One of the areas where unnecessary idling occurs the most is at schools where buses and cars line up to drop off and pick up children.

### **Procedure**

1. 'No Idle Zone' signs will be posted in the drop off/pick up areas.
2. Information about idling and the No Idle Zone program will be distributed to families.
3. Information about idling and the No Idle Zone program will be distributed to all Head Start employees who operate program vehicles, including but not limited to bus drivers, maintenance personnel and food service delivery staff.
4. All vehicles can be cited and fined by local law enforcement for violation of no idle zones.

## **BUS DRIVER POLICY**

**PERFORMANCE OBJECTIVE:** It is the Bishop Indian Head Start bus driver responsibility that the Head Start children be transported in the safest manner possible.

### **OPERATIONAL PROCEDURE:**

1. When driving the Bus; the driver of the bus is in full charge of the vehicle and the children.
2. The Bus shall not be used for personal business at any time.
3. All drivers must observe all highway rules and regulations.
  - a. The speed used must be safe for the road conditions.
  - b. The speed limit will not be exceeded.
  - c. Drivers will abide all laws.
4. Drivers will not operate a Bus while under the effects of any medications, drugs or substances that are known to impair ability to drive in a safe manner.
5. No driver will operate the Bus under emotional distress.
6. Motor will not be left running while unoccupied.
7. Abusive language will not be used toward children.
8. A Bus Monitor will ride on the bus to help with the children. He or She must sit among the children not in the front seat.
9. To eliminate behavioral problems, educational activities may be used (singing, I spy games).
10. All Drivers must have a current valid Class B w/PS endorsement and a California Special Driver Certificate license in their possession and be insurable.
11. Drivers must validate checking bus for children, to see if any child is left on bus after children exit bus.
  - a. Bus is physically checked from back to front, checking under passenger seats also.
  - b. After clearance of NO passengers, a sign is secured to inside passenger window in front before driver exits bus at end of run.

**Thank you!**



Last Updated December 2014-SC/GT/DC