

Transportation Procedure

On the pick-up route...

1. The parent will be asked to have their child ready and watch for the bus.
2. The parent will display the provided bus sign in clear view for the bus driver (visible window); this tells the driver to STOP – your child IS going to Head Start or to GO – your child WILL NOT be attending that day.
3. The bus will wait up to two (2) minutes for the and may honk the horn. If the parent does not acknowledge, the bus will leave, and an adult will be responsible to transport the child to the Head Start Center.
4. When it is necessary to pick up a child crossing from the opposite side of the street, the child must be escorted by the child's authorized adult across the street to the bus.
5. Children are not to be left unattended at any time at the pick-up and drop off site.
6. Children cannot be left on the bus on the bus unattended at any time.

On the drop-off route...

1. A parent or another responsible adult must make their presence known to the driver prior to the child leaving the bus.
2. The parent or guardian must complete an "Arrowhead Head Start Busing Information Form" listing all those approved to receive the child from the bus.
3. Anyone not recognized by the Bus Monitor must present photo identification and be verified as authorized for pick up before the child can be left in their care.
4. Because there may be a substitute Bus Monitor or Bus Driver on any given day, all persons taking children off the bus should have a photo identification with them every time.
5. In such cases where a responsible adult is not making their presence known for the child to be dropped off, the Bus Monitor will call the parent and, if there is no response, they will go to the door and knock. If no one answers the door, the child will remain on the bus and will be taken back to the Head Start classroom at the end of the route.
6. If a child is being returned to the classroom, the Bus Driver will contact Arrowhead Transit Dispatch and the Bus Monitor will contact the Head Start classroom and their Program Manager.
7. The classroom teacher or designee will begin calling the child's emergency contacts and will try calling the home again. If no one is contacted to pick up the child within 15 minutes of the child returning to the classroom, the teacher or designated staff will contact their local Child Protective Services (CPS) or Police, and their Program Manager.

Changes to the route...

1. Route changes may ONLY occur through the direction of the Head Start office. Route changes may only occur if: 1) there is an EXTREME EMERGENCY (*either a death in the family or hospitalization incident*), (2) if Head Start changes a child's program, or (3) if a parent's work or school schedule changes on a permanent basis (permanent basis = 2 weeks or more).
2. Route changes need to be made with a minimum of 2 days' notice by calling the Head Start office at 1-800-662-5711 or (218) 748-7329.
3. Head Start is not able to accept transportation changes left on the office voicemail/answering machines.
4. Once a transportation change is made through the Head Start Office, it will be the parents' responsibility to also notify classroom staff of the change.

Safety concerns...

1. Our number one concern is the safety of all Head Start children. Children are expected to behave appropriately on the bus to ensure everyone's safety. If necessary, a BUS REPORT form will be completed by the Bus Aide if concerns arise regarding the child's behavior. Children who are consistently unable to ride the bus safely, may lose bus privileges.
2. To ensure that no children are left on the bus, the following is required.
 - A. The Bus Monitor will always implement Active Supervision
 - B. The Bus Monitor will complete the Bus Attendance Tracking form as children get on and off the bus
 - C. The Bus Monitor will count the number of children on the bus and record this number on the Bus Attendance Tracking form
 - D. The Bus Monitor will position themselves on the bus to see all children.
 - E. The Bus Monitor may need to sit near a child that might need additional assistance from time to time to ensure the safety of the child and other children on the bus
 - F. The Bus Monitor will count the number of children as they prepare to exit the bus
 - G. The Bus Monitor will inform staff receiving the children the number of children on the bus
 - H. The Bus Monitor and staff receiving the children will count the number of children that get off the bus
 - I. Once all children are off the bus, the Bus Monitor will make a final sweep from the front of the bus to the back of the bus to ensure no child is remaining on the bus. This will also locate any items the child might have left behind.
 - J. Prior to leaving the school, the Bus Driver will also make a sweep from the front of the bus to the back of the bus during the morning drop off at the classroom.
 - K. Children will wait in a designated receiving area until all children are off the bus. Staff will count the children in the receiving area prior to walking them to the classroom to ensure all children are present. Children will be counted again once in the classroom to ensure all children are present.
 - L. The Bus Monitor will make a final sweep from front to back of the bus at the completion of the route at the end of the day when returned to the Head Start classroom. The Bus Driver will also complete a sweep of the bus from front to back before leaving the school to go back to the bus garage at the end of the day.
3. Any changes to the Emergency Form must be initiated by the parent.
4. Because a bus can break down, have a malfunctioning heater, or have an accident, children must be appropriately dressed for cold weather. If a Bus Monitor believes that a child is not appropriately dressed for the cold, she will complete the Arrowhead Head Start Bus Policy & Report form indicating the concern. The Bus Monitor will also consider whether the lack of proper clothing constitutes a visit from the assigned Family Support Staff to see if the family needs assistance or if there may be a situation of child neglect that should be reported to Child Protective Services.

Bus Driver and Bus Monitor Training. . .

1. All Bus Monitors and their back-ups/substitutes and Bus Drivers will complete and annual training on Active Supervision and in all transportation safety procedures before performing their bus duties.
2. Arrowhead Transit Bus Drivers are licensed, certified and receive all required training to meet the Federal and State guidelines for public transit.
3. All Bus Monitors and those that serve as back-up/substitute Bus Monitors, receive Bus Monitor Training upon hire and annually.
4. Bus Monitors receive Pediatric First Aid/CPR prior to assuming their bus duties and every two years thereafter.
5. Bus Monitors receive Child Passenger Restraint Training from an instructor certified by the Minnesota Department of Public Safety, Office of Traffic Safety, every five years.
6. In Centers where daily busing is offered, three (3) bus evacuation drills will be conducted during the Head Start school year.
7. A bus evacuation drill will also be conducted before each first field trip when a bus is used to transport children from Centers where daily transportation is not offered.

Additional References: Transportation P, Active Supervision-Bus-Transportation Policy, Bus Monitor Check Lists