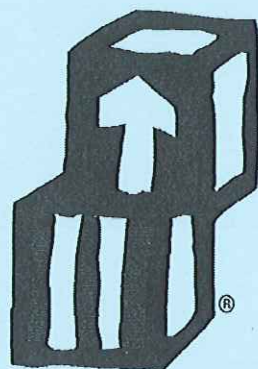
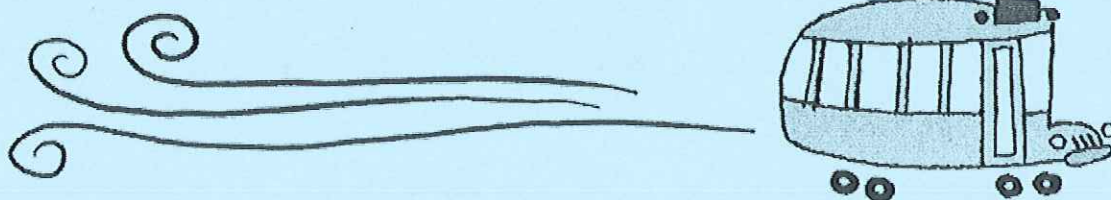


Community Action Program, Inc. of Western Indiana  
Head Start



# BUS DRIVER'S MANUAL



Welcome to the Head Start Transportation System!! You are a vital part of our comprehensive preschool program. Parents are entrusting you to transport their children to and from school in a safe and consistent manner. Also, our families will come to see you as a link between school and home. Your position is essential for the success of our center-base Head Start program! Welcome to the Head Start family.....  
And please, buckle your seat belt!!

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## CONFIDENTIALITY POLICY

Confidentiality, or right to privacy, for our Head Start families, children, and staff is crucial. The following is the agency policy on confidentiality as written in the personnel manual:

1. *Until a program, policy, or procedure is formally announced or published, it is considered a matter of confidentiality, and shall not be discussed outside of appropriate staff, board, or councils of Community Action Program, Inc, of Western Indiana.*
2. *Every employee of Community Action Program, Inc, of Western Indiana is morally and ethically bound to keep all records and conversations of participants confidential. Sharing these records and conversation of participants with other staff directly involved with the client will not be considered a breach of confidentiality. Information sharing with other service agencies directly involved with the client will also not be considered a breach of confidentiality, providing the participants authorized it and signed a Release of Information form.*
3. *Files containing confidential information concerning CAP employees or participants are to be accessible only by authorized personnel.*
4. *All personnel matters, including but not limited to disciplinary action, grievances, and supervisory decisions, are considered matters of confidentiality. Discussions of such outside the appropriate and established channels of communication will be considered a violation of confidentiality.*
5. *Any breach of confidentiality shall be considered grounds for disciplinary action and could result in termination.*

In general, please follow these guidelines:

- Do not discuss family or child situations in front of other parents, volunteers, or children.
- No information concerning Head Start matters can be given out or discussed with anyone outside of our program without a Release of Information form.
- Any information with other agencies involved with the family should be on a 'Need to Know' basis.

*Breaking confidentiality is a serious offense and will not be taken lightly.  
Don't risk your job by saying too much!*

## KEYS TO BEING A PROFESSIONAL

Our jobs keep us in public view a great deal of the time. Your behaviors are a reflection and representation of our Head Start Program and the agency.

The following are guidelines for the type of behaviors expected of all Head Start employees:

- It is important to be courteous to children and adults in your day-to-day contacts.
- All drivers must follow the dress code policy described in the Head Start handbook.
- You serve as a role model for the children and families: NO harsh language will be tolerated.
- Your bus is, in a sense, your office/classroom. The bus should be kept clean inside and out on a regular basis. Maintenance and upkeep is expected.
- Drivers must obey all safety rules as instructed during CDL and school bus certification training.

## **SPECIAL LOCAL POLICIES AND PROCEDURES FOR PROMOTING TRANSPORTATION SAFETY**

### Safety and Emergency Information

#### A. Loading and Unloading at Homes

1. Use flashers while loading and unloading.
2. Load and unload from the door side of the vehicle only. Children should not pass in front of or behind the bus (even if accompanied with an adult).
3. Since all children must be buckled in, the driver must request that a parent accompany the child on the bus to do this. Do not leave the bus running while you get up to buckle seat belts.
4. Mark each child in attendance on your attendance sheet as she/he enters.
5. Maintain a file of three emergency delivery sites for each child. A second attempt to deliver the child to the original site may be made, if appropriate. It is the parent's responsibility to pick up the child at the center or police station if reasonable effort to deliver them home has been made.
6. Pick-up and delivery sites may not be changed. A parent wishing to make a permanent change to their pick-up/drop off location must speak with the Center Facilitator or Teacher/Family Facilitator and complete the "Request for Change of Location" form.
7. Parents should have children ready on time. If the child is not visible when the bus approached, the driver should sound the horn. The driver may wait only two (2) minutes at any one stop.
8. When returning a child home, do not release the child until a parent or emergency contact adult is visible.
9. Mark each child on attendance sheet as she/he departs from bus.
10. If chronic abuse of pick-up or delivery procedures develops, the problem needs to be discussed with the Center Facilitator or Teacher/Family Facilitator. Make sure to report these problems and document them on the child's family service log.

B. Unloading and Reloading at the Center

1. Count the number in attendance
2. When the vehicle is fully stopped, the engine will be turned off and the emergency brake set. At this time, the driver and bus monitor (or volunteer) may assist the children with seatbelts/safety vests.
3. The driver should position him/herself so that the unloading process can be observed and "count heads".
4. A 'leader' should be assigned to lead children inside. The teacher and/or center staff should greet the children.
5. The bus driver must check each seat to be sure that all children have exited. The driver must deactivate the child reminder system.
6. When reloading at the end of the day, the bus driver should be on the bus and "count heads" as children enter. The teacher or center staff should lead the children to the bus.

C. During the Ride

1. Children and adults must be in seatbelts/safety vests at all times.
2. A responsible adult must be in attendance at all times when children are present. If emergency assistance is needed, use the cellular phone, send a volunteer, or simply wait for assistance. Never leave children on the bus without an adult.
3. No eating or drinking by the children is allowed.
4. No eating, drinking, smoking, or weapons are allowed by adults.
5. The driver should consistently enforce positive behavior guidelines for children.

D. At the End of the Day

**1. CHECK EACH SEAT FOR LEFT OVER OR SLEEPING CHILDREN!**

2. Sweep and discard papers and objects which could become projectiles in an accident. Check for children's presence by walking to the back of the bus, when preparing to get off of the bus at any time, and deactivating the reminder system. Check for missing items and sleeping children.

E. School Closings Due To Bad Weather

1. If the public school in the area in which your center is located is closed due to inclement weather, the center will be closed. If schools are operating on a delay, our busses will run on a one-hour delay. Listen to news reports and consult with center facilitator or teacher. Refer to the policy in the staff handbook.
2. It is your responsibility to determine the danger associated with picking up any individual child. Use your judgment when roads are not plowed or water is high. Try to notify parents if possible and ask parents to notify you of specific adverse conditions in their area.

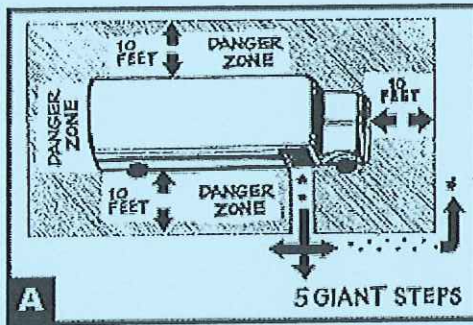
F. In General

1. Buses should be locked at all times when not in use.
2. Buses should be parked in a safe place at the center on school days or at the driver's residence when not in use.
3. Buses may be used for Head Start business only. Personal use of buses will be considered justification for dismissal.

**Our top priority is to  
get children to and  
from Head Start safely!!**

## Tips on Safely Boarding and Exiting the School Bus

School buses are nearly eight times safer than passenger vehicles, but children must take care when boarding or leaving the bus. This tip sheet offers tips for those Head Start staff members working with children on how to board and exit a bus safely.



### Tips on Safely Boarding and Exiting the School Bus

School buses are nearly 8 times safer than passenger vehicles. But children must take care when boarding or leaving the bus. While an average of 7 school-age passengers are killed in school bus crashes each year, 19 are killed getting on and off the bus.

Most of those killed are children, five to seven years old. They are hit in the danger zone around the bus (A), either by a passing vehicle or by the school bus itself. It is illegal for a vehicle to pass a bus with its red light flashing.

#### Young children are most likely to be hit because they:

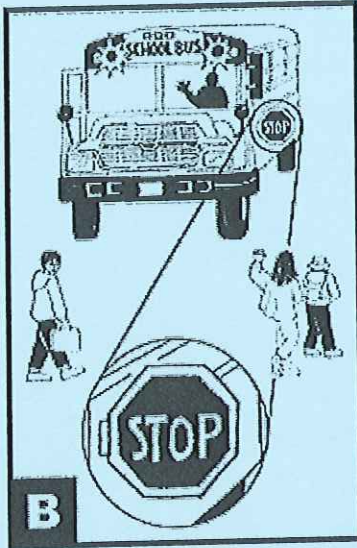
- hurry to get on or off the bus,
- act before they think and have little experience with traffic,
- assume motorists will see them and will wait for them to cross,
- don't always stay within the bus driver's sight, or
- drop something as they get off the bus and run into the path of the bus to pick it up.

#### Teach Your Child to Get On and Off the Bus Safely:

- When getting on the bus, stay away from the danger zone and wait for the driver's signal. Board the bus one at a time.
- When getting off the bus, look before stepping off the bus to be sure no cars are passing on the shoulder (side of the road). Move away from the bus.
- Before crossing the street, take five "giant steps" out from the front of the bus, or until the driver's face can be seen (A). Wait for the driver to signal that it's safe to cross.
- Look left-right-left when coming to the edge of the bus to make sure traffic is stopped. Keep watching traffic when crossing.

#### Safety Steps You Can Take:

- Supervise children to make sure they get to the stop on time, wait far away



from the road, and avoid rough play.

- Teach your child to ask the driver for help if he/she drops something near the bus. If a child bends down to pick up something, the driver cannot see him/her and the child may be hit by the bus. Have your child use a backpack or book bag to keep loose items together.
- Make sure clothing and backpacks have no loose drawstrings or long straps, to get caught in the handrail or bus door.
- Encourage safe school bus loading and unloading.
- If you think a bus stop is in a dangerous place, talk with your school office or transportation director

about changing the location.

### **Learn and Follow School Bus Stop Laws:**

Laws exist to protect children getting on and off the bus AND protect you from a tragedy. Check with your school or police department for more information on your state's laws. Here are some rules:

- Vehicles must stop when the bus displays flashing red warning lights and extends the stop signal arm (B). Vehicles may not pass until the flashing red lights and signals are turned off.
- Vehicles traveling in the same direction as the bus are always required to stop. In some states, vehicles moving in the opposite direction on a divided roadway are also required to stop. Check the law in your state.
- Never pass on the right side of the bus, where children enter or exit. This is illegal and can have tragic results.

Violation of these laws can result in a citation and fine. In many places, school bus drivers can report passing vehicles.

\*Guidelines provided by National Highway Traffic Safety Administration

## Transportation Procedures, Forms, and Their Uses

### Bus Maintenance Procedures and Recordkeeping

As a bus driver, you have the first responsibility for keeping the bus in good running order and to ensure that the bus is safe for yourself and for your passengers.

*Head Start Bus Daily Safety/Maintenance Check:* A daily check of the systems. The form lists the areas to check, in logical order, each morning. You will need one sheet per month. This check can be completed in the amount of time that it takes to warm-up the vehicle. Once a week, check all fluid levels. Make a line through the box if that system is okay. If there is a problem, mark an "X". If you feel that this should be taken care of immediately, report it to the Transportation Supervisor or Head Start Director.

*Head Start Bus Mechanic's Monthly Inspection:* This is to be completed by your mechanic each month. If you had concerns from your daily check sheet, these should be noted at the top of this form before you take the bus to be checked. The mechanic needs to check all systems and sign/date form. These inspections need to be completed during the months of October, November, January, March, and April. These need to be scheduled in advance.

*Bus Mileage and Expense Log:* Enter the appropriate information in each column for each day that you use the bus. Use a different sheet each month. Be sure to explain trips other than the regular route and maintenance costs at the bottom of the page or on the back of the sheet.

*Bus Route Attendance:* Attendance forms are crucial to assure that children are never left behind. As each child enters the bus, you need to mark them as present. This can be done with a check or by having parent initial. As each child leaves the bus, you need to mark them as delivered. This can also be done with a check or parent initials. Check with the center staff each day to assure children did not leave during the school day as this will change your form...and route.

# HEAD START BUS DAILY SAFETY/MAINTENANCE CHECK

Bus # \_\_\_\_\_ Month/Year \_\_\_\_\_ Driver \_\_\_\_\_

CODE: Check (✓) – OK  
X – Needs Attn.

Check Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Comments
<b>BEFORE ENTERING BUS</b>																																
1. Fluid Leaks (under bus)																																
2. Loose engine wires, hoses, belts																																
3. Oil Level																																
4. Washer Level																																
5. Radiator coolant level																																
6. Battery																																
<b>ENTERING BUS</b>																																
1. Start engine, warm-up; noises																																
2. Horn																																
3. Gauges, switches, interior lights																																
4. Wipers, washers																																
5. Heater, defroster																																
6. Vents																																
7. Inside, outside mirrors; windows																																
8. Brake pedal																																
9. Service Door																																
10. Emergency equipment: flashlight, flares, fire extinguisher, etc.																																
11. First Aid Kit, emergency cards																																
<b>INSPECTION OF INTERIOR</b>																																
1. Entrance steps, floor																																
2. Passenger seats, belts																																
3. Child reminder system																																
4. Emergency door, buzzer																																
5. Activate headlights, flashers and leave on for exterior inspection																																
<b>INSPECTION OF EXTERIOR</b>																																
1. Fluid leaks (under bus)																																
2. R/F wheel and tire, lights																																
3. L/F wheel and tire, lights																																
4. Exhaust system (under bus)																																
5. L/R wheel and tire, lights																																
6. R/R wheel and tire, lights																																
7. Transmission fluid level																																
<b>RE-ENTER BUS</b>																																
1. Driver seat belts																																
2. Brake, turn lights																																
3. Parking and service brake																																
4. Steering																																

## HEAD START BUS MECHANIC'S MONTHLY INSPECTION

Bus # \_\_\_\_\_ Driver \_\_\_\_\_ Odometer Reading \_\_\_\_\_

Station \_\_\_\_\_ Date \_\_\_\_\_

Mechanic: The following problems have been noted by the bus driver during daily safety/maintenance check. Please re-check or repair.

### PLEASE INSPECT EACH OF THESE SYSTEMS AND NOTE PROBLEMS WITH AN 'X':

#### ENGINE

- \_\_\_\_\_ Fuel lines and connections
- \_\_\_\_\_ Engine and radiator for water leaks
- \_\_\_\_\_ Fuel tank for leaks and mounting
- \_\_\_\_\_ Engine for oil leaks
- \_\_\_\_\_ Air cleaner
- \_\_\_\_\_ Exhaust leaks

#### Drive

- \_\_\_\_\_ Exhaust pipe and muffler
- \_\_\_\_\_ Drive line and universal joint
- \_\_\_\_\_ Transmission and differential  
for oil levels, seals
- \_\_\_\_\_ Drive Shaft

#### Batteries

- \_\_\_\_\_ Cables, coolant level

#### Brakes

- \_\_\_\_\_ General condition, fluid level
- \_\_\_\_\_ Emergency Brake

#### Body

- \_\_\_\_\_ Door operation
- \_\_\_\_\_ Grab rails
- \_\_\_\_\_ Tires

#### Electrical

- \_\_\_\_\_ All instruments for proper  
operation
- \_\_\_\_\_ Child reminder system
- \_\_\_\_\_ Horn
- \_\_\_\_\_ Lights
- \_\_\_\_\_ Electrical wiring for  
condition and protection

OIL AND FILTER SHOULD BE CHANGED EVERY TWO MONTHS OR 3,000 MILES

IF OTHER REPAIRS ARE NEEDED OR COSTS WILL EXCEED \$200, contact Head Start Transportation Supervisor or call 765-793-4881 for approval prior to doing work.

RETURN THIS SHEET TO BUS DRIVER

SIGNATURE OF MECHANIC: \_\_\_\_\_

COMMENTS:

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## Bus No. !

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Driver Name:

Full name, or if spare bus,  
the specific center

[illegible]

# Bus Route Attendance

Driver \_\_\_\_\_

Class \_\_\_\_\_

Date \_\_\_\_\_

[illegible]

Route Description
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## **REGULAR MAINTENANCE AND PROPER CARE IMPROVE SAFETY - CUT DOWN WEAR**

Your bus body has been engineered and designed to provide exceptional safety and durability; but, like any product, it will give better service and will last longer with reasonable care. To get the most in satisfied service from your bus, follow these simple tips when needed or suggested by your mechanic:

1.     Windows: Check window operation, tighten installation screws if needed. Lubricate sash lock.
2.     Entrance Doors: Keep doors in proper adjustment. Lubricate moving parts. Keep step area free of debris to prolong life of door seal.
3.     Emergency Door: Keep doors in proper adjustment. Lubricate hinge and lock. Check operation of buzzer signal.
4.     Passenger Seats: Tighten bolts holding seat frame to rail. Tighten screws and bolts holding seat legs to floor. Tighten cushion clamp screws.
5.     Driver's Seat: Follow above procedure. Lubricate adjusting slide on seat base.
6.     Electrical: Check battery cables, wires, and connections for tightness. Keep proper tension on screws securing lights to body. Check all electrical switches for proper operation.
7.     Heaters: Remove heater core protective filter and clean with compressed air or other suitable method. Check heater connections.
8.     Body Mounting Bolts: Tighten body mounting clamp and shear bolts, cowl mounting bolts, and bumper bolts.
9.     Floor: Sweep floor daily. Wash floor when needed and wipe dry with mop after washing.
10.    Safety Equipment: Keep all safety equipment in top condition. Keep fire extinguishers properly charged. Keep first aid kit completely equipped.
11.    Oil: Have your oil changed every two months or 3000 miles.
12.    Tires: Calibrate tires at every inspection.

## PREPARING FOR AND HANDLING EMERGENCIES

### A. Legal Information Background

The bus driver has a duty to the passenger (including program and beneficiaries being assisted outside the vehicle) and to the general public. To fulfill this duty to the passengers, the driver must use safe procedures to load and unload passengers. Passengers should be required to use seatbelts, child restraint devices, wheelchair tie-downs or other restraining devices in order to be protected properly in case of accident or sudden stop.

A restraining device will increase the chances of a person surviving a collision by 40 percent.

The driver also should see that loose objects (such as toys, emergency equipment, canes and crutches) in the vehicle are secured. The driver should inspect the vehicle for any mechanical or other problems for it's use. This inspection should ensure that safety equipment is aboard and in good condition. The driver is responsible for driving the vehicle so as to avoid any preventable accident. Finally, in case of an emergency, the driver should know how to assist and/or obtain assistance to protect the passengers from further injury. The driver's duty to the passengers includes performing any action that a responsible person would be expected to perform in order to prevent harm occurring to the passengers. However, the driver's duty will be governed by the "reasonable person" standard. The driver must at all times exercise due care.\*

When providing assistance to clients outside of the vehicle, the driver or attendant has a duty to provide proper assistance to those individuals with special needs so that the program beneficiaries can adapt to the vehicle and service that is being provided. The driver/attendant has a legal duty to recognize the special needs and to respond in a way to prevent injury. Also, the driver/attendant has a duty to be able to offer emergency assistance or to be able to obtain it in case of accident.

Finally, the driver has a duty to the general public to protect their lives and property by driving the vehicle in reasonably safe manner, as do all drivers using the public roads and highways.

\*Due care is extreme care for a common carrier such as a transit authority or taxi, slight care for a volunteer and ordinary care for an agency.

### B. Emergency Drills

You will find blankets stored in the back of the bus for use in the event of a breakdown in cold weather.

Just as you prepare children in the center for fires and tornadoes, you should prepare your passengers for bus emergencies through monthly bus drills. Develop a plan for exit through both

the regular service door and through the emergency exit. Explain what would happen if you were stalled in cold weather. Work with your teacher to make this a part of your regular activities at the center.

### BUS DRILL RECORD SHEET

1. County \_\_\_\_\_
2. Day of the week \_\_\_\_\_
3. Month/Day/Year \_\_\_\_\_
4. Time of bus drill \_\_\_\_\_
5. Number of children and/or adults on  
bus at the time of drill \_\_\_\_\_
6. Amount of time taken to completely  
evacuate the bus \_\_\_\_\_
7. Summary of educational activities  
this month about bus emergencies \_\_\_\_\_  
\_\_\_\_\_
8. Procedure followed \_\_\_\_\_
9. Signature \_\_\_\_\_

IN CASE OF A TRAFFIC ACCIDENT OR PROPERTY DAMAGE

- A. Remain calm. Thinking ahead about what you would do, step-by-step, if you were involved in an accident should give you the confidence to retain your composure. The defensive driving course will help you with this.
- B. Stop bus in the safest possible position.
- C. Prevent additional accidents and injuries:
1. Turn on hazard lights.
  2. Set emergency brake
  3. Turn off ignition.
  4. Evacuate if:
    - a) There is a fire
    - b) You smell gas
    - c) You see smoke
    - d) There is a danger of drowning
    - e) The bus is parked in a dangerous position on the roadway.
  5. Set out flares.
- D. Send for help
1. If hospital treatment will be needed, call center so that permission forms can be taken to the hospital and parents notified.
  2. Send a volunteer if there is one on the bus and a house is nearby.
  3. Do not leave children unattended.
- E. Aid the injured
1. Do not move anyone who is injured.
  2. Follow instructions learned in your First Aid workshop.
  3. Enlist help of passersby to care for uninjured children.
- F. Collect Factual Information
1. You have a list of passengers in your attendance book. If you have injured passengers, try to record the type of injuries and first aid given in your attendance book.
  2. Get information from other driver (give same to him/her):
    - a) Name, Address, and Phone Number
    - b) License number
    - c) Vehicle description
    - d) General description of how he/she saw the accident
    - e) Insurance carrier
  3. Apparent injuries or property damage
  4. Names, addresses, phone numbers of any witness
  5. Investigating officer (state trooper if possible):
    - a) Give clear, concise answers.



- a) Give clear, concise answers
  - b) Get name and badge number of officer
- G. Arrange for completion of the route, if possible, or returning children to their homes. The center staff should assist with this. Assess your mental condition before undertaking this step.
- H. A drug test is required immediately following any accidents. Contact the Transportation Supervisor for contact information and next steps for getting this completed. This is a crucial task to get completed.
- I. Within the next 24 hours, complete an accident report form and submit it to the State Police. Send a copy to the Central Office.
- J. Within 24 hours, complete the Head Start Accident Review Form and discuss it with your supervisor. Submit a copy to the Central Office.

## HEAD START ACCIDENT REVIEW FORM

1. Name of Employee \_\_\_\_\_ Date of Accident \_\_\_\_\_ Time \_\_\_\_\_
2. Bus Number \_\_\_\_\_
3. Location of Accident \_\_\_\_\_
4. Name(s) of other party(ies) involved \_\_\_\_\_
5. Type of Accident:
 

<input type="checkbox"/> Struck Vehicle Ahead <input type="checkbox"/> Backing <input type="checkbox"/> Animal <input type="checkbox"/> With fixed object <input type="checkbox"/> Bicycle <input type="checkbox"/> Passenger	<input type="checkbox"/> Struck by Vehicle Behind <input type="checkbox"/> Sideswipe <input type="checkbox"/> Pedestrian <input type="checkbox"/> Run off the Road <input type="checkbox"/> Head-on
--	---
6. Vehicle Damage: Explain
  - a. Minor \_\_\_\_\_
  - b. Major \_\_\_\_\_
  - c. Moderate \_\_\_\_\_
  - d. Total \_\_\_\_\_
7. Were there any injuries or deaths? \_\_\_\_\_  
 Describe injuries: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Number of passengers on the Head Start vehicle (not including driver) \_\_\_\_\_
9. Did police investigate the collision?      ☐ yes      ☐ no
10. Did employee violate a traffic regulation?      ☐ yes      ☐ no  
 Did other driver violate a traffic regulation?      ☐ yes      ☐ no
11. Was employee given a citation by the police?      ☐ yes      ☐ no  
 Was the other driver given a citation?      ☐ yes      ☐ no
12. What did the employee do (or fail to do) that caused him to be involved in this collision?  
 \_\_\_\_\_  
 \_\_\_\_\_

13. Was the cause of the accident a defect or malfunction of the vehicle? \_\_\_\_\_  
\_\_\_\_\_
14. Explain what the following conditions were like at the time of the accident:  
Traffic \_\_\_\_\_ Weather \_\_\_\_\_  
Light \_\_\_\_\_ Road \_\_\_\_\_  
Loading Area \_\_\_\_\_ Passenger Securement \_\_\_\_\_
15. What was the condition of the employee? Explain:  
Normal \_\_\_\_\_  
Fatigued \_\_\_\_\_  
Sick \_\_\_\_\_  
Intoxicated \_\_\_\_\_  
Other \_\_\_\_\_
16. Was this collision preventable? \_\_\_\_\_ yes \_\_\_\_\_ no
17. If preventable, what corrective action do you recommend to prevent a future occurrence of the same type of collision? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_

### **Assessing the Need to Evacuate**

Student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if doing so does not expose them to unnecessary risk or injury. A decision to evacuate should include consideration of the following conditions:

1. Recognize the hazard. The decision to exit/evacuate the bus must be a timely one. Students in wheelchairs take a lot more time.
2. Is there a fire involved?
3. Is there a smell of raw or leaking fuel?
4. Is the bus likely to be hit by other vehicles?
5. Does the possibility exist that the bus will roll/tip causing further threat to safety?
6. Is the bus in direct path of a sighted tornado?
7. Has there been a major earthquake creating a dangerous environment?
8. Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
9. Would moving pupils complicate injuries?
10. Is there a hazardous materials spill involved? It may be safer to remain on the bus and not come in contact with the material.

### **General Procedures to Follow for Emergency Evacuation**

Keep the situation as orderly and low key as possible. If time and conditions permit, the bus driver should use the communication system to advise the dispatch office of the following:

1. The exact location, including the nearest intersecting road or familiar landmark.
2. The condition creating the emergency.
3. The type of assistance needed (police, fire, ambulance).
4. Notification that the bus is being evacuated.

Analyze conditions to determine the safest exit(s) from the bus.

During evacuation, monitor conditions and adjust procedures to meet unexpected circumstances. The driver may have to conduct the evacuation from outside the bus.

Move evacuated students to the nearest safe location at least 100 feet from the bus. The dispersal/regrouping area must be upwind of any fire situation.

After the decision to evacuate is made, take the first aid kit with you. If there is a radio or telephone in the school bus, put it out the drivers left window in case it is still operable. This allows additional information to be transmitted to the dispatcher or emergency center.

Be prepared to give information to emergency medical personnel regarding individual students' medical or physical requirements.

Each school bus driver should have:

1. A manifest with student names.
2. Knowledge of seating or seating chart.
3. Knowledge of individual student's abilities:
  1. Runners
  2. Helpers
  3. Those who will panic
  4. Those with special needs (mobility, communication, adaptive and assistive devices medications).
4. Assignments of students to seats:
  1. Use the "buddy" system. Those who can help seated by those who need help.
5. Develop plans to control students outside the bus:
  1. Hold hands.
  2. Sit down in a circle.
  3. Keep occupied until help arrives.

#### **Instructions for Conducting Emergency Bus Evacuation Drills**

There is an urgent need, due to the increased number of pupils being transported and the ever-increasing number of accidents on the highways, to instruct pupils on how to properly vacate a school bus in case of an emergency. It is possible for pupils to block the emergency door if all are trying to get out at the same time. There is also a possibility of danger when pupils jump from the rear emergency door exit. To avoid these situations, schools should organize and conduct emergency exit drills for all pupils who ride the school bus.

#### **Reasons for Actual Emergency Evacuations**

1. Fire or danger of fire. Being near an existing fire and unable to move the bus, or being near the presence of gasoline or other combustible material is considered dangerous and pupils should be evacuated. The bus should be stopped and evacuated immediately if the engine or any other portion of the bus is on fire. Pupils should be moved to a safe place 100 feet or more from the bus.
2. Unsafe position. When the bus is stopped because of an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for pupils to remain on the bus or to evacuate the bus.

3. Sight distance. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.
4. Mandatory evacuations. The driver must evacuate the bus when:
  1. The final stopping point is in the path of a train.
  2. The stopped position of the bus may change and increase danger (e.g. a bus comes to rest near a body of water or a precipice where it could still move and go into the water or over a cliff). The driver should be certain that the evacuation is carried out in a manner which affords maximum safety for the pupils.
  3. The stopped position of the bus is such that there is danger of collision.
  4. A hazardous materials spill has occurred. There is a need to quickly evacuate to an area upwind at least 300 feet from the incident.

## HEAD START CELLULAR PHONE POLICIES

### CAP Vehicle Cellular Phones

The following procedures will be used when accessing the cellular phones while operating vehicles with the Head Start program:

1. The center drivers will contact the Head Start center to relay messages for emergency calls. All center staff must have access to emergency authorization numbers in order to assist the drivers in relaying messages or information.
2. Drivers may access cellular phones for these purposes:
  - A. Child illness - emergency only
  - B. Bus problems
  - C. Parents not home
    - Before 4:30 - call center so they can make contact
    - After 4:30 - call emergency numbers of child
  - D. Route changes (ex: tree down, bridge closed)
  - E. Weather (flooding, snow)
3. Cellular numbers are **NOT** to be given to Head Start families or anyone else. They should be encouraged to contact the center.
4. Buses must be off of the road in order for a cellular phone to be in use.

Please remember that the bus cellular phones are available in order to ensure the safety of the children we are transporting. It is not appropriate for drivers to be spending time on phones when the job of transporting our active preschoolers is such a great responsibility.

**The key point is that our cellular phones are for emergency use only.**

### *As stated in CAP Employee Handbook*

"Driver distraction can be defined as the voluntary or involuntary diversion of attention from the primary driving tasks due to an object, event, or person that shifts the attention away from the fundamental driving task. The diversion reduces a driver's situational awareness, decision making, or performance; and it may result in a crash, near-crash, or unintended lane departure by the driver.

Therefore, the use of cell phones, texting, or other forms of wireless communication devices while driving are prohibited while transporting clients, children, or other staff. Violation of this policy may include termination."

# **Head Start Bus Cellular Phones Text Messaging Directions and Procedure**

## **Directions:**

All Head Start cellular phones will be programmed with the following "quick list" text messages:

**Call 911  
Need a tow truck  
Need an ambulance**

In the event of an emergency, these text messages will be sent to a pre-designated cell phone at the Head Start center. The center staff will then notify the appropriate emergency response personnel.

Information regarding the cell phone number that will receive text messages will be posted in each bus.

## **Procedure:**

1. If an emergency occurs when the Head Start bus cell phone does not have a signal, the bus driver will send a text message to the designated cell phone at the Head Start center.
2. The driver will then tend to the safety and well-being of the bus passengers until needed assistance arrives.
3. The center staff will determine the general vicinity of the Head Start bus and contact emergency response personnel with the information.
4. The center staff will contact parents along the route to determine the last drop-off/pick-up before help was requested. This more specific information will be relayed to emergency personnel.

**Community Acton Program, Inc. of Western Indiana**  
**Head Start**  
**Alcohol and Drug Testing Policies and Requirements**

**Statement of Need and Scope of Coverage:**

Community Action Program, Inc. of Western Indiana (hereinafter referred to as CAP) in compliance with alcohol and drug testing requirements Commercial Motor Vehicle Drivers and the Indiana Family and Social Services Administration, has developed this policy, effective August 4, 2003 to ensure the safety of Head Start children and their families, employees, and the general public as well.

In support of alcohol and drug testing requirements for Commercial Motor Vehicle Drivers, CAP maintains that drivers cannot operate a school bus or heavy vehicle safely while under the influence of alcohol or any controlled substance as defined in the Controlled Substance Act (21 U.S.C. 812) and the Code of Federal Regulations (21 C.F.R. 1308.11-1308.15).

In support of drug testing requirements of the Indiana Family and Social Services Administration for licensed child care centers, CAP maintains that employees cannot work with children or families while under the influence of alcohol or any controlled substance. This follows guidance provided by Senate Bill 63 (Public Law 18).

Since Head Start federal performance standards (45 CFR 1304.1-Purpose and Scope) are designed to create the "minimum requirements" for Head Start and Early Head Start programs, CAP has chosen to implement drug and alcohol testing to all employees within the Head Start Division.

This policy applies to all Head Start employees of the Head Start program, including regular bus drivers or substitute bus drivers who maintain a Commercial Drivers License, eligible to drive a vehicle over 26,000 pounds or designed to carry sixteen or more passengers, including the driver.

It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as treatable behavioral/medical problems. As stated in CAP's Personnel Policies and Procedures Drug Free Work Place Policy, CAP is concerned about the adverse effects of alcohol or other drug use on employee performance, health, and safety. All employees are expected and required to be in a suitable mental and physical condition while at work, performing their jobs satisfactorily, and behaving appropriately.

The use, possession, sale, purchase or transfer of unauthorized or illegal drugs or substances, or the abuse of legal drugs on agency property while on agency business, or while operating busses or vans, is prohibited. Drinking alcohol during working hours (including all breaks), 4 hours before reporting to work, or having any measurable amount of alcohol in the system during working hours is prohibited, whether on or off agency property. Off-duty use of drugs and alcohol is prohibited to the extent it affects a staff member's attendance or performance and

his/her ability to pass required alcohol and controlled substance test. Any violation is grounds for discharge with possible legal prosecution.

Since physician directed use of drugs can affect behavior and performance, employees are encouraged to notify their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, it may be in the best interest of the staff member and Agency for the staff member to request leave credit, or if necessary, leave without pay. (Please reference the Agency Personnel Policies and Procedures Manual for detailed explanation of leave policies).

CAP reserves the right to terminate any staff member who violates alcohol and drug testing requirements. Likewise, employees convicted for alcohol or drug-related charges may also be subject to CAP disciplinary action, up to and including termination. On a case-by-case basis, CAP may offer the employee, at the employee's own expense, the opportunity to receive appropriate treatment.

The Executive Director and her designee(s) are authorized to implement this policy which includes a periodic review of the program to address any problems, changes and/or revisions, and the maintenance of all records required by the Federal regulations. The Executive Director and her designee(s) are responsible for communicating this policy to all employees and will be accountable for its consistent enforcement.

To assure that employees are not under the influence of any controlled substance or alcohol, the following procedures will be implemented:

#### **TESTING REQUIREMENT:**

The following five situations will require drug and/or alcohol testing:

1. **Pre-employment:** Drug testing will be required before an applicant is hired or after an offer to hire. All offers of employment will depend on the individual successfully obtaining his/her CDL and passing drug screening requirements. For bus drivers, no driving may occur prior to passing drug screen requirements.

Any individual who refuses to submit to such a test, or has a positive controlled substance test result will not be considered for employment.

2. **Reasonable Suspicion:** Drug and alcohol testing is conducted any time a trained supervisor observes behavior or appearance that is characteristic of drug or alcohol misuse. Testing may be authorized only if the observations are made during, just before, or just after the period of the work day of the employee. The observations leading to an alcohol or controlled substance test must be documented in writing and signed by the supervisor.

3. **Random:** Drug and alcohol testing is conducted on a random, unannounced basis. The minimum annual rate for drug testing will be 50% of the average number of employees and at a 25% minimum annual rate for alcohol. Random drug and alcohol testing may be combined. For example, when testing at 50% drug random rate and 25% alcohol rate, half of the randomly selected drivers chosen for testing would be tested for both drugs and alcohol, while the rest could be tested only for drugs.
4. **Return to duty and follow up:** Testing is conducted when an individual has violated the prohibited conduct regarding alcohol and drug misuse. The employee must test negative on a drug test and below .02 for breath alcohol. Follow-up testing will be in accordance with the law and the recommendations of a substance abuse professional.
5. **(For School Bus/CDL Drivers Only)**  
**Post-Accident:** Both drug and alcohol testing will be required as soon as possible following a "DOT" accident which involves loss of human life or the driver receives a citation under state or local law for a moving traffic violation arising from the accident.

A DOT accident is defined as an occurrence involving a commercial motor vehicle operating on a public road which results in:

- a. A fatality;
- b. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident;
- c. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by CAP to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

If a driver is seriously injured and cannot submit to testing at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any drugs or alcohol in his/her system.

#### **SELF-IDENTIFICATION OF SUBSTANCE ABUSE:**

If an employee notifies his/her supervisor that he/she has a substance abuse problem, on a case-by-case basis and with Executive Director approval, the employee may be offered (at employee expense) an opportunity to obtain treatment. That determination will be based on the

recommendation of a certified substance abuse professional (SAP). Upon notification to the supervisor, the employee will immediately be removed without pay from all safety-sensitive duties until appropriate treatment has been obtained and completed. Only after completion is verified and with SAP recommendation, may the employee return to safety-sensitive functions on the job. If the employee makes no commitment to overcome the problem and achieve a satisfactory level of performance, attendance, or behavior, then termination of employment will result. At all times, the Agency maintains the right to terminate at will.

#### **CAP RESPONSIBILITIES TO EMPLOYEES:**

1. CAP will provide the appropriate drug and alcohol testing of drivers at no cost to the employee.
2. CAP will ensure the fairness and accuracy of the testing by contracting with an independent agency properly certified to perform such tests.
3. CAP is responsible for ensuring the confidentiality of all employee's medical records in the diagnosis of drug or alcohol abuse. All records concerning alcohol and drug testing are part of that confidential record.
4. Specified supervisory personnel will receive training on the signs and symptoms of abuse and indicators used in making determinations for reasonable suspicion testing for both drugs and alcohol.

#### **RESPONSIBILITIES OF THE EMPLOYEE:**

1. Employees are expected to arrive at work fit for duty. Arriving with performance-altering drugs or alcohol in the system is prohibited.
2. Employees are expected to perform their job in a safe manner. Use of a chemical substance that would interfere with personal safety or the safety of others is prohibited.
3. Employees are expected to cooperate with the third party administrator directed to conduct any testing.

#### **PENALTIES:**

Employees will be immediately discharged for the following: In all cases, the agency maintains its right to exercise its "employment at will" policy.

1. Possession of an illegal substance or alcohol while performing duties on agency time, or while driving the bus, with or without passengers.
2. Test results for breath alcohol indicating a blood alcohol level of .04 or greater. Violators will be considered positive and will be immediately removed from duty. A breath

alcohol indicating a blood alcohol level of .02 or greater, but less than .04 will be immediately removed from duty until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following the administering of the test.

3. Testing positive through urinalysis for an illegal substance or mind-altering substance.
4. Refusal to submit to urinalysis or breath analysis is considered a violation of the employment agreement and will be considered the same as a positive result.
5. Testing positive through urinalysis for a prescription medication that has not been prescribed by the employee's primary care physician, a physician referred by the primary care physician, or a psychiatrist providing a course of treatment.

#### **CONFIDENTIALITY:**

Any information concerning an employee's drug or alcohol abuse will be confidential. available to program and agency administrators on a "need to know basis" only. Unless otherwise required by law, this information will not be disclosed by CAP to any other employer, organization, or individual without the employee's prior written consent.

#### **EMPLOYEE ASSISTANCE PROGRAM:**

At the request of the employee, CAP will provide information on agencies that may assist an employee who tests positive on a drug or alcohol test. CAP does not assume any responsibility for payment of fees for assessment and/or treatment of drug or alcohol addiction problems not covered by the employee's insurance.

## Licensed Center Substance Abuse Screening Test Consent Form

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

Licensee name: \_\_\_\_\_ Phone: \_\_\_\_\_

Licensed center address: \_\_\_\_\_

Person to be screened: \_\_\_\_\_  
☐ Self  
☐ Employee or Volunteer

Indiana Code 12-17.2-5-3.5 requires that each child care center shall maintain and make available drug test results which do not show a presence of illegal controlled substance(s) for themselves, all individuals employee or volunteer caring for children prior to application, employment or volunteering. This shall include Amphetamines, Cocaine, Opiates, PCP and THC.

I, the undersigned, have been informed that drug test results must be maintained in the licensed center and available to the Division of Family and Resources. Confidentiality of these drug testing results will be maintained by the licensee and will not be disclosed for any other purpose. The results of this drug test will be used to determine compliance with IC12-17.2-5-3.5. If drug testing results of any individual, required supplying such a test, indicate the presence of an illegal controlled substance, the child care center shall immediately suspend or terminate the individuals employment or volunteer service. A child care center that does not comply is subject to denial of an application for a license or suspension or revocation of an issued license. I further understand that this test and any subsequent test will be conducted at the child care center or individual's expense. An inconclusive drug test will not be considered a drug test for purposes of determining compliance with IC12-17.2-5-3.5. I understand that if I refuse to consent to take the test and maintain the results for inspection by the DFR I will not be in compliance with IC12-17.2-5-3.5.

I have read and understand the Drug Testing Guidelines and consent form that have been provided to me.

I hereby: \_\_\_\_\_ Consent  
\_\_\_\_\_ Refuse to Consent

to the drug test; and to providing the results to the licensee that will be maintained and available for inspection by the DFR.

Signed: \_\_\_\_\_ Date/Time \_\_\_\_\_  
(Individual undergoing drug testing)

Witnessed: \_\_\_\_\_ Date/Time \_\_\_\_\_

Licensee: \_\_\_\_\_ Date/Time \_\_\_\_\_

*(Please maintain a copy of this signed release form and drug test results in files accessible to DFC personnel)*

## Certificate of Receipt

(Acknowledgement of receiving materials required by 49 CFR Part 382.601)

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Company/Corporation: Community Action of Western Indiana

This is to certify that I have been provided educational materials that explain the requirements of 382.601 and my employer's policies and procedures with respect to meeting the requirements. This includes all items checked.

- ✓ The designated person to answer questions about the material
- ✓ The categories of drivers subject to Part 382.
- ✓ Sufficient information about the safety-sensitive functions and periods of the workday that compliance is required.
- ✓ Specific information concerning prohibited driver conduct.
- ✓ Circumstances under which a driver will be tested.
- ✓ Test procedures; driver protection and integrity of the testing processes, and safeguarding the validity of the test.
- ✓ The requirements that tests are administered in accordance with Part 382.
- ✓ An explanation of what will be considered a refusal to submit to a test and the consequences.
- ✓ The consequences for Part 382 Subpart B violations including removal from safety-sensitive functions and 382.605 procedures.
- ✓ The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
- ✓ Information on the affects of alcohol and controlled substances use on: an individual's health, work, personal life, signs and symptoms of a problem, and available methods of intervening when a problem is suspected.
- ✓ A copy of my employer's substance abuse policy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Employer Representative: \_\_\_\_\_



**Head Start  
Drug and Alcohol Abuse Testing  
Policy Acceptance Statement**

I acknowledge that I have received a copy of the Community Action Program, Inc. of Western Indiana Head Start Drug and Alcohol Testing Policy designed to meet State drug and alcohol testing requirements, effective July 1, 2003.

I agree to abide by the provisions contained therein, and understand that failure to comply with Agency testing requirements may result in my immediate termination.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_



### **Tips on Positive Approaches to Discipline**

Children being transported to and from their homes can spend substantial amounts of time each day on their fixed bus route (45 CFR 1310.20(b)(1)). Whatever the length of time, transportation staff can help children learn socialization skills and develop safe behaviors on the bus.

In a community where cultural values may be perceived as different from the majority of society, it is important to understand how adults communicate with their children. This parenting style will support a child's learning about personal space, expressing emotions, and self-control. Together with parents, transportation staff can make the bus route an enjoyable experience.

Transportation staff can reduce the amount of time spent on dealing with discipline problems by prioritizing time to work with children on learning safety procedures. As children gain a sense of self-control, they increase their ability to regulate their own behavior. This situation may be likened to a seesaw with discipline problems rising when procedures are not known and discipline lowering when procedures have been learned.

- The goal of transportation staff should be for routines and transitions to occur in a timely, predictable, and un-rushed manner (45 CFR 1304.21(a)(3)(ii)). These would include:
  - How to board the vehicle
  - How to take one's seat on the vehicle
  - How and when to leave one's seat on the vehicle
  - How to exit from the vehicle
  - How to participate in a bud evacuation drill
- Help children understand the words that name things in the bus and are used in the procedures:
  - Aisle
  - Door
  - Emergency Exit
  - Handrail
  - Restraint System
  - Seat
  - Seat Belt
  - Step
  - Window
- Introduce a procedure and help children practice it with regularity and reinforcement, such as:

**"Everyone must keep on their restraint system when the bus is moving. Look at your neighbor, everyone's nicely buckled up. Good job."**

- Encourage self-control appropriate to the attention span of each child while riding a moving vehicle by teaching strategies (45 CFR 1304.24(a)(3)(i)(C)):
  - How to pay attention to cues
  - How to find their assigned seat
  - How to buckle their seat belt/restraint system
  - How to follow directions
  - How to participate in songs or games
- Praise a child for doing an action correctly and give appropriate rewards, such as praise, a smile, a high five, pat, or handshake:

**"Hector, you found your seat belt and buckled up. Nice work."**

- Practice Dialogue that conveys and encourages positive behaviors, such as:

**"Remember to say 'Excuse me' when you bump into a person."**

**"I like the way Innocente is sitting. She has her restraint system buckled."**

**"I like the way Desiree is using words to ask for help."**

- Hearing positive remarks from adults helps children develop a sense of accomplishment at doing things correctly:

**"I see Ali is ready to go to work. I see that Tyree is also ready."**

**"Everyone needs to use the handrail to get off the bus. Good job."**

- Knowing that a Bus Monitor is physically close or available to a child builds a level of comfort. This closeness also reduces the need for discipline.
- It is important to recognize that body language, personality, and the attitude of an adult person on the bus can influence the expectations of students both positively and negatively.
  - Be calm in all interactions with children as hearing a harsh tone or the loud adult voices may frighten children.
  - Speak clearly and with consistency about what children are expected to do and use the child's name when speaking to that individual.
- Remember that the need for discipline arises when children fail to understand the procedures.
  - When children fail to follow a procedure, it is important to deal with the behavior while maintaining their dignity.
  - Repeat the procedure that is desired and encourage children to practice it.

When chronic problems do occur, think about the possible reasons for the misbehavior and talk it over with your teacher or supervisor for possible solutions.

Remember that an hour bus ride can be boring when the children can't see out the windows. Boredom can lead to "misbehavior". Think about ways to make the trip fun. Try to find a reliable volunteer bus aide that you can train to sing songs with the children or tape stories to play along the way.

## Baby Bumblebee

*I'm bringing home a baby bumblebee,  
Won't my mommy be so proud of me.  
I'm bringing home a baby bumblebee,  
"Ouch! It stung me!" (spoken)*

*I'm squishing up the baby bumblebee,  
Won't my mommy be so proud of me.  
I'm squishing up the baby bumblebee,  
"Ooh! It's yucky!" (spoken)*

*I'm wiping off the baby bumblebee,  
Won't my mommy be so proud of me.  
I'm wiping off the baby bumblebee,  
"Now my mommy won't be mad at me."  
(spoken)*



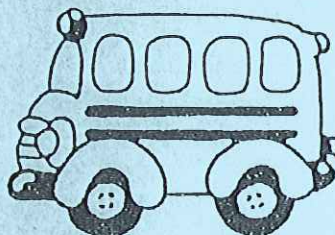
## The Ants Go Marching

*The ants go marching one by one,  
Hurrah, hurrah.  
The ants go marching one by one,  
Hurrah, hurrah.  
The ants go marching one by one,  
The little one stops to suck his thumb,  
And they all go marching down  
Into ground to get out of the rain,  
BOOM! BOOM! BOOM!*

*Two...tie his shoe...  
Three...climb a tree...  
Four...shut the door...  
Five...take a dive...  
Six...pick up sticks...  
Seven...pray to heaven...  
Eight...shut the gate...  
Nine...check the time...  
Ten...say "THE END"*



## The Bus Song



*The people in the bus go up and down,  
Up and down, up and down.  
The people in the bus go up and down,  
All around the town.*

*The wiper on the bus goes "Swish, swish,  
swish, ....*

*The brake on the bus goes "Roomp,  
roomp, roomp, ....*

*The money in the bus goes "Clink, clink,  
clink, ....*

*The wheels on the bus go round and  
round, ....*

*The baby on the bus goes "Wah, wah,  
wah," ....*

## Five Little Ducks



*Five little ducks  
Went out to play.  
Over the hill and far away,  
Mama Duck called with a  
Quack-quack-quack,  
Four little ducks came  
Swimming back.*

*Four little ducks  
Went out to play.  
Over the hill and far away,  
Mama Duck called with a  
Quack-quack-quack,  
Three little ducks came  
Swimming back.*

*Three little ducks....*

*Two little ducks....*

*One little duck  
Went out to play  
Over the hill and far away,  
Papa Duck called with a  
Quack-quack-quack,  
Five little ducks  
Came swimming back!  
With all their friends.*

## Head Start Transportation Glossary

**Agency** as used in this regulation means a Head Start or Early Head Start or delegate agency unless otherwise designated.

**Agency Providing Transportation Services** means an agency providing transportation services, either directly or through another arrangement with a private or public transportation provider, to children enrolled in its Head Start or Early Head Start program.

**Allowable Alternate Vehicle** means a vehicle designed for carrying eleven or more people, including the driver, that meets all the Federal Motor Vehicle Safety Standards applicable to school buses, except 49 CFR 571.108 and 571.131.

**Bus monitor** means a person with specific responsibilities for assisting the driver in ensuring the safety of the children while they ride, board, or exit the vehicle and for assisting the driver during emergencies.

**Child Restraint System** means any device designed to restrain, seat, or position children that meets the current requirements of Federal Motor Vehicle Safety Standard No. 213, Child Restraint Systems, 49 CFR 571.213, for children in the weight category established under the regulation, or any device designed to restrain, seat, or position children, other than a Type I seat belt as defined at 49 CFR 571.209, for children not in the weight category currently established by 49 CFR 571.213.

**Commercial Driver's License (CDL)** means a license issued by a State or other jurisdiction, in accordance with the standards contained in 49 CFR part 383, to an individual which authorizes the individual to operate a class of commercial motor vehicles.

**Delegate Agency** means a local public or private not-profit or for-profit agency to which a Head Start or Early Head Start agency has delegated all or part of its responsibility for operation of a Head Start program.

**Early Head Start Agency** means a public or private non-profit or for-profit agency or delegate agency designated to operate an Early Head Start program pursuant to Section 645A of the Head Start Act.

**Early Head Start Program** means a program of services provided by an Early Head Start Agency funded under the Head Start Act.

**Federal Motor Vehicle Safety Standards (FMVSS)** means the National Highway and Traffic Safety Administration's standards for motor vehicles and motor vehicle equipment (49 CFR part 571) established under section 30111 of Title 49, United States Code.

**Fixed route** means the established routes to be traveled on a regular basis by vehicles that transport children to and from Head Start or Early Head Start program activities, and which include specifically designated stops where children board or exit the vehicle.

**Head Start Agency** means a local public or private non-profit or for-profit agency designated to operate a Head Start program pursuant to Section 641 of the Head Start Act.

**Head Start Program** means a program of services provided by a Head Start agency or delegate agency and funded under the Head Start Act.

**National Driver Register** means the National Highway Traffic Safety Administration's automated system for assisting State driver license officials in obtaining information regarding

the driving records of individuals who have been denied licenses for cause; had their licenses denied for cause, had their licenses canceled, revoked, or suspended for cause, or have been convicted of certain serious driving offenses.

**National Standards for School Buses and School Bus Operations** means the recommendations resulting from the Eleventh National Conference on School Transportation, May 1990, published by the National Safety Council, Chicago, Illinois.

**Reverse beeper** means a device which automatically sounds an intermittent alarm whenever the vehicle is engaged in reverse.

**School Bus** means a motor vehicle designed for carrying 11 or more persons (including the driver) and which complies with the Federal Motor Vehicle Safety Standards applicable to school buses.

**Seat Belt Cutter** means a special device that may be used in an emergency to rapidly cut through the seat belts used on vehicles in conjunction with child restraint systems.

**State** means any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments.

**Transportation Services** means the planned transporting of children to and from sites where an agency provides services funded under the Head Start Act. Transportation services can involve the pick-up and discharge of children at regularly scheduled times and pre-arranged sites, including trips between children's homes and program settings. The term includes services provided directly by the Head Start and Early Head Start grantee or delegate agency and services which such agencies arrange to be provided by another organization or an individual. Incidental trips, such as transporting a sick child home before the end of the day, or such as might be required to transport small groups of children to and from necessary services, are not included under the term.

**Trip routing** means the determination of the fixed routes to be traveled on a regular basis for the purpose of transporting children to and from the Head Start or Early Head Start program or activities.

Source: 45 CFR 1310.3 Definitions