

 <b>Policy #:</b> E-14	<b>Effective Date:</b> 2/26/02	<b>Page #:</b> 1 of 2
<b>Ref #:</b> 1310.21 (b)(1)(2)(3)(4)(5)	<b>Policy Council Approval Date:</b> 8/28/07	<b>Revision Date:</b> 4/12/07, 8/22/07

**COMPONENT: EDUCATION**

**SUBJECT: CHILD/PARENT TRANSPORTATION TRAINING**

**OPERATIONAL PROCEDURE:** To ensure the children are trained within the first 30 days of enrollment. It should be recorded on the lesson plans as Safe Sam the School Bus.

Teachers will ensure children/parents who receive transportation services are taught:

- Safe riding practices, safety procedures for boarding and leaving the vehicle.
- Safety procedures in crossing the street to and from the vehicle at stops.
- Recognition of the danger zones around the vehicle using Safe Sam.
- Emergency evacuation drills are conducted once a month.

This training for the children as well as parents can be accomplished by using Safe Sam the School Bus curriculum and returning the attached documentation form for filing. It is to be conducted monthly to the children and sent into the Marketing Manager.

The children and parents will be trained on the danger zones of a school bus within the first thirty (30) days of school as well as safe practices on a school bus.

## CHILD/PARENT TRANSPORTATION SAFETY TRAINING

**CENTER:** \_\_\_\_\_

**Please indicate which one applies:**

\_\_\_\_\_ Parent Training

\_\_\_\_\_ Child Training

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SAFE RIDING PRACTICES**

**BOARDING PROCEDURES**

**DANGER ZONES**

**EVACUATION PROCEDURES**

It has been given within the first 30 days of enrollment. It must be on the lesson plans as Safe Sam the School Bus monthly thereafter.

\_\_\_\_\_  
**TEACHER SIGNATURE**

\_\_\_\_\_  
**DATE OF TRAINING**

\_\_\_\_\_  
**MARKETING MANAGER**

\_\_\_\_\_  
**DATE RECEIVED**