

 Policy #: T-1	Effective Date: 1/24/96	Page #: 1 of 2
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COMPONENT: TRANSPORTATION

SUBJECT: COMPLETING BUS LOGS

OPERATIONAL PROCEDURE: Bus drivers must complete logs for each route and day of use on the bus.

1. Completely fill in each blank on the bus log (see attached form):
2. Date: enter month, day, and year
3. Enter your center name where the name of the agency is listed.
4. The driver must sign and date the bottom of log at the end of a trip.
5. The monitor must sign and date the bottom of log at the end of a trip.
6. The designee (non-rider) must sign and date at the bottom of log at the end of each trip.
7. THE BUS LOG SHALL BE UPDATED EACH TIME A CHILD IS LOADED ONTO THE BUS.
8. **Parents/Guardian must sign child on and off bus – driver will initial beside time.**
9. All children will be seated in the appropriate height and weight restraint.
10. Write absent or present by every child's name that appears on the bus log.
11. **Do not** pick up any child whose name **does not** appear on the bus log.
12. All children must be in a child restraint seat.
13. **Driver will sign each child from bus into classroom.**
14. There will be a separate form, one for the morning bus route and one for the afternoon bus route to be used daily.
15. A **DESIGNATED PERSON** (*other than the bus driver*) **shall immediately walk to the back of the bus look in and under all seats and compartments to assure that there are no children on the bus and sign the bus log, in the management/designee (non-rider) space.**

16. The bus log will be kept by the classroom door until the end of the day when the transfer of the children from the classroom to the bus is repeated.
17. The bus driver will keep the bus log until the end of the week where it will be left at the center to be sent to the Marketing Manager for filing.
18. The bus must be checked and signed at the end of each bus route after the children are unloaded, to ensure there are no children left on the bus. **The bus must be checked by someone other than the driver and signed on the post trip inspection form and the bus log.**
19. Every time the bus is placed in service, the driver will first complete the Pre-Trip Inspection Form. This includes field trips and dentals as well as the daily bus route. The completed form will be forwarded to the Marketing Manager at the same time as the bus log and post-trip inspection form.
20. Preventive Maintenance such as oil changes, lube, etc., will be conducted every 3000 miles. All the belts, water level, oil, fuel, etc., must be checked also to prevent any costly repairs.
21. The Pre-trip/Post-trip will be completed thoroughly each day. Post trip form must be signed by two people. There is to be a pre-trip and post-trip conducted prior to all field trips.
22. The Head Start vehicle repair report is to be emailed to the Marketing Manager each time maintenance is needed on the vehicle. It will be forwarded to the mechanic to ensure the repairs are completed in a timely manner.
23. Bus drivers must ensure a permanent up-to-date seating chart is posted in the vehicle where it can be readily located by emergency personnel. The Head Start seating chart to be completed is following this policy. The seating chart noted on the bus logs must be completed and match the posted permanent seating chart at all times.
24. The centers that have more than one bus route must have a seating chart for each route and the correct one posted at all times.

The driver and teacher are equally responsible for the information on a bus log. It must be complete and accurate.