

 Policy #: T-10	Effective Date: 4/27/04	Page #: 1 of 2
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COMPONENT: TRANSPORTATION

SUBJECT: FIELD TRIP POLICY

PERFORMANCE OBJECTIVES: To ensure the safety of each child is maintained while on field trips and away from the center.

1. Completely fill in each blank on the bus log **including seating chart**.
2. Date: enter month, day, and year (ex:4/4/04)
3. Enter your center name where the name of the agency is listed. (ex: HRHS-Houston 1)
4. The driver will sign his/her full name and date at the bottom of bus log after each route.
5. All children will be seated using child safety restraint systems.
6. Write absent or present by every child's name who appears on the bus log.
7. When you arrive at the center to unload, count the number of children on the bus log. Count the number of children on the bus. Make sure these numbers match. The BUS DRIVER will walk to the back of the bus looking in and under each seat to assure that there are no children on the bus.
8. A DESIGNATED PERSON (*other than the bus driver*) shall immediately walk to the back of the bus looking 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.
9. There will be a separate field-trip log used for each time the bus is placed into operation for field trip purposes.
10. The field trip log will be kept by the bus driver/teacher until the end of the week, then forwarded to the Marketing Manager.
11. 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.
12. 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 forms will be forwarded to the Marketing Manager at the same time as the bus log and post-trip inspection forms.

13. All adults and children are required to be in restraint systems at all times. The only exception is when assistance is needed from the monitor/**volunteer**.
14. The Pre-trip/Post-trip will be completed thoroughly each day. Post-trip forms must be signed by two people. There is to be a pre-trip and post-trip conducted prior to all field trips, to ensure no child is left on the bus.
15. The Head Start vehicle repair report is to be sent 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.
16. Bus drivers must ensure that a permanent up-to-date seating chart is posted in the vehicle where it can be readily located by emergency personnel.

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