

 Policy #: T-5	Effective Date: 2/26/02	Page #: 1 of 1
Ref #: 1310.17 (a)(b)(1)(2)(3)(4)(5)(6) (7)(e)(f)(l)	Policy Council Approval Date: 8/28/07, 04/28/09	Revision Date: 4/10/07, 5/30/07, 4/15/09

COMPONENT: TRANSPORTATION

SUBJECT: DRIVER/BUS MONITOR TRAINING

PERFORMANCE OBJECTIVE: To ensure that all CDL licensed staff receive the required training under Federal Regulations, no later than 90 days after the effective date of January 18, 2002.

Head Start must ensure drivers who are hired to drive vehicles used in providing transportation services after the close of the 90 day period must receive the training.

Drivers must receive a combination of classroom instruction and behind-the-wheel instruction sufficient to enable each driver to:

1. Operate the vehicle in a safe and efficient manner.
2. Safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers.
3. Administer basic first aid in case of injury.
4. Conduct emergency situations, including vehicle evacuation procedures.
5. Operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints as applicable.
6. Conduct routine maintenance and safety checks of the vehicle.
7. Maintain accurate records as necessary.

Drivers must receive refresher training courses necessary to meet new requirements applicable to the State of Tennessee.

Before bus monitors begin their duties, they must be trained in child boarding and exiting procedures, use of child restraint systems, any required paper work, responses to emergency, emergency evacuation procedures, uses of special equipment, child pick-up and release procedures and pre-and post-trip vehicle checks.

Signature

Date

Witness

Date