

 <b>Policy #:</b> T-9	<b>Effective Date:</b> 4/23/02	<b>Page #:</b> 1 of 3
<b>Ref #:</b> 1310.10 (g) 1310.17 (b)(6)	<b>Policy Council</b> <b>Approval Date:</b> 8/28/07, 04/28/09	<b>Revision Date:</b> 4/10/07, 4/15/09

**COMPONENT: TRANSPORTATION**

**SUBJECT: POST TRIP INSPECTION**

**PERFORMANCE OBJECTIVE:** To ensure all vehicles have a safety check and signature by two people at the end of each final route, prior to the vehicle being parked including field trips.

Staff must conduct a thorough inspection after each final route. The most important purpose of a post trip inspection is checking for children left on the vehicle.

Post trip procedures should include:

1. The center name.
2. Date (ex: March 1-5)
3. Shutting off all switches and controls.
4. Setting parking brake and removing key.
5. Report any unusual mechanical symptoms or problems to the **Transportation, Facilities and Maintenance Manager by email.**
6. Pick up trash/sweep the floor.
7. Shut all windows and doors.
8. The bus must be checked and signed at the end of each bus route by someone other than the driver after the children are unloaded, to ensure that there are no children left on the bus.
9. There should be yes or no responses in the blanks. Check marks are unacceptable.
10. The driver must sign and date and then send to the Marketing Manager.

**The bus must be checked and signed by someone other than the driver on the post-trip form.**

**Leaving a child on a vehicle is inexcusable. Failure to conduct a post trip inspection that results in a child left on a vehicle will result in immediate termination.**



# POST TRIP INSPECTION

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

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

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Shut off all switches and controls										
Set parking brake and remove the key										
Report any unusual mechanical symptoms or problems to the Marketing Manager										
Pick up trash/sweep the floor										
Shut all windows and doors										
The bus must be checked and signed by someone other than the bus driver at the end of each bus route after the children are unloaded, to ensure that there are no children left on the bus										

\*ONLY YES OR NO RESPONSES IN BLANKS, DO NOT USE CHECK MARKS\*

\_\_\_\_\_  
BUS DRIVER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MARKETING MANAGER SIGNATURE

\_\_\_\_\_  
DATE

## **PARENT BUS RULES**

1. Head Start children will be returned to the place from where they were picked up. If there is to be a change in pick-up or drop-off location, notice must be given in **WRITING** at least five days in advance.
2. Parents should notify the Head Start center when their child will be absent.
3. Parents should notify Head Start a week in advance of moving.
4. Children should be dressed and ready when the bus arrives. The driver will not go to the door. If your child misses the bus, it will be the parents' responsibility to take the child to the Head Start center.
5. **When a child is picked up or delivered home, the parent or designated person MUST sign the child on and off the bus.**
6. If no one is at home, the child will be returned to the center, and the parent will be responsible for coming to the center and getting the child. The child will not be transported again until the parent confers with the Head Start Marketing Manager.
7. If a child has to cross the street to get on or off the bus, they must be accompanied by an adult. The child must cross in front of the bus.
8. Only Head Start children and monitor/**volunteer** will ride the bus to and from the Head Start Center.
9. There is **NO EATING, DRINKING, OR SMOKING** on the bus.
10. Toys should not be sent with the child.
11. We will ensure two adults to be on the bus at all times to meet Daycare Licensing Mandate.
12. All bus passengers will wear seatbelts, and appropriate height & weight restraints.
13. Parents who transport their child to the Head Start center must accompany their child into the building and sign them in. Children must not arrive at the center more than 15 minutes before class begins.
14. The bus driver may determine if a child is ill at the time they board the bus. A sick child will not be transported.
15. Bus transportation is a privilege. If a child is disruptive or putting others at risk, a child can lose their bus privilege.
16. Parents should be prepared to give the bus driver 15 minutes lead way either at pick-up or drop-off each day.
17. These are the offenses if your child is not at the bus point and/or bus rules are not followed throughout the year.

**The First Offense:** If the child is not at the pick-up point after three attempts the bus will not return to that destination until the parent has contacted the Marketing Manager.

**The Second Offense:** Bus services will be suspended for three days and parents must contact the Marketing Manager to have the services retained.

**The Third Offense:** Bus services will be terminated for the remainder of the program year. No Exceptions!

**IF YOUR CHILD WILL NOT BE RIDING THE BUS, PLEASE CALL BY 6:30 A.M.**