

Performance Standard	Subpart F - Transportation	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	§ 1303.72(a) Vehicle Operation- Safety	
Effective Date	07/2022	
Revised Date	07/2022	
Reviewed Date	04/2022	
Responsibility	Bus Drivers, Bus Aides, Lead Drivers, Director	

Subject: Safety

Policy: A program must ensure: (1) each child is in a restraint system appropriate to the child's age, height, and weight; (2) all loose items are properly stored and secured, and the aisles remain clear and all emergency exits remain unobstructed at all times; (3) Up-to-date child rosters and lists of adults authorized to be released to, including alternates in case of emergency, are maintained and no child is left behind, either at the classroom or on the vehicle at the end of the route; and (4) there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary.

Procedure:

1. Children are assigned a seat on the bus. Above each seat will be the child's name. This will assist the driver, bus aide, emergency personnel and the children to locate the right seat and to make sure everyone is accounted for before leaving school. A seating chart needs to be visible at the front of the bus. This assists the driver, bus aide and any emergency personnel know what child is in which seat.
2. All loose items including a child's backpack need to be secured. The number of children on the run will dictate the options available to secure these items. **For example: If a run has one child per seat, backpacks can be placed on the seat to the left of the child – to ensure they are not in the aisle or on the floor. Check with the county lead driver for other options and their approval.**
3. **Emergency Forms-** all Emergency Forms are to be in the Red Binder on the bus. The Red binder contains all forms that pertain to the children. The forms contain a lot of personal information on each child. The forms need to stay in the Red binder and never left out in open.
 - A. Emergency Forms are to be filled out completely by the parent.
 - B. No child can ride on the bus without a current emergency form.
 - C. Anyone can put a child on the bus BUT a child cannot be released to anyone under 18 years of age or anyone not listed on the emergency form.
 - D. At the beginning of every school year and as children are added to the run, each person meeting the bus for drop-off must provide an ID. The name on the ID will be compared to that child's emergency form to ensure appropriate release. If an unfamiliar adult shows up at drop-off they will need to show their ID and the emergency form will need to be checked. **[This will need to be documented on the attendance sheet]**
 - E. In the event a parent is dealing with an emergency and cannot be at bus stop, the parent can call the bus one time and give verbal permission for an unauthorized adult to pick up the child. The parent must provide the name of the person, the person will have to provide an ID and this information must be documented on the attendance form. Adding an individual on the emergency form requires the parent contact the Family Advocate at that site and provide that information. [Cards, with FA phone number, will be provided to drivers to hand to parents if parents request altering information on emergency form.]

- F. Throughout the year, new children will be added to existing runs. The bus driver will receive a **Bus Stop Change Form**. The driver uses the information to determine if bus transportation can be provided or not. The driver will communicate whether the stop can be included or not, to the lead driver. If transportation can be provided, the driver will need to have a copy of the completed Emergency Form before transportation will start. A **New Child Added Form** will need to be completed the first 5 days the child is on the bus. The driver is responsible for verifying ID with the name on the emergency form of anyone the child is being released to. A copy of the Bus Rules and Crossing the Road Procedures must be provided to parent prior to transporting to obtain their signature and assure they are aware of expectations prior to start date. Bus drivers should receive a copy of classroom rosters along with authorized adults and their corresponding phone numbers.

4. Additional Safety Procedures

- A. **Backing up the bus** - As a rule, avoid backing the bus up. If you must back the bus up you must have a spotter/bus aide at the back of the bus. When you must back up, put your 4 ways on and blow you horn to warn others near you. Having your 4 way flashers on is not required in policy 4336. **Using your 4 ways sends a caution signal to other drivers and is an extra safety precaution EPIC Head Start policy requires**
- B. **Railroad Crossings** – The driver sees the advanced warning sign for railroad tracks.
1. Approach RR crossing at slow rate of speed
 2. Start tapping your brakes to warn vehicles behind .
 3. Check surroundings
 4. At 200 feet, activate 4-way flashers
 5. Slide open your window to the left of you
 6. Flip the noise maker switch to silence inside bus noise
 7. Children should have been taught by the driver to keep quiet at RR tracks and to help listen
 8. Check mirrors for the traffic slowing down around the bus
 9. Stop in the right lane that is farthest to the right, but not marked for right turn only (unless you are making a right)
 10. Stop no closer than 15 feet and no further than 50 feet from RR
 11. Put transmission in NEUTRAL and pull parking brake
 12. Look in mirrors to see that all traffic has stopped
 13. Open service door
 14. Look & listen to the right and to the left
 15. Shut the door
 16. Look & listen again, check mirrors and flow into traffic
 17. Once the bus has cleared the tracks, turn off the 4-way flashers

**** Policy 4336 does not require a driver to pull the parking brake at RR crossings. EPIC Head Start has chosen to include in the policy as an extra safety precaution.**

Monitoring & Reporting:

Dissemination of Policies & Procedures will be made available to all employees through EPIC's website www.epicresa8.org . EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.

1. **Training** will be provided to staff annually during pre-service and at quarterly tri-county transportation meetings; new staff receive training during orientation, in addition. Implementation of training is monitored during ride-alongs conducted by the individual lead drivers twice a year and randomly assigned checks by specialists/director; Retraining is provided on an as needed basis.

EPIC Early Head Start/Head Start/Pre-K Emergency Release

Please use blue pen, print clearly and fill in all spaces. Include area codes with phone numbers.

Child's Full Name: _____ Date of Birth: _____ Gender M F

Address (Street/911): _____ City: _____ State: _____ Zip: _____

Address (Mailing), if different: _____ City: _____ State: _____ Zip: _____

Parent/Guardian: _____ Relationship: _____ Email: _____

Primary Phone (1): _____ Primary Phone (2): _____ (w): _____

911 Address: _____ City: _____ State: _____ Zip: _____

Workplace: _____ 911 Address: _____

Parent/Guardian: _____ Relationship: _____ Email: _____

Primary Phone (1): _____ Primary Phone (2): _____ (w): _____

911 Address: _____ City: _____ State: _____ Zip: _____

Workplace: _____ 911 Address: _____

Other Legal Guardian: _____ Relationship: _____ Email: _____

Primary Phone (1): _____ Primary Phone (2): _____ (w): _____

911 Address: _____ City: _____ State: _____ Zip: _____

Workplace: _____ 911 Address: _____

Child Care Center: _____ Phone: _____

911 Address: _____ City: _____ State: _____ Zip: _____

Other emergency contacts; Use other local people who could pick up child from the bus or center. If you have more than 4 emergency contacts, please attach information on a separate piece of paper. **All contacts must be 18 or over with photo ID. For individuals not listed, parents must call teacher or center to confirm approval of unfamiliar "contact". Individual must present a note signed by legal guardian and photo ID.**

Name:	Phone:	911 Address (Street, City, State, Zip):
1. _____	_____	_____
Relationship to child: _____	_____	_____
2. _____	_____	_____
Relationship to child: _____	_____	_____

People who cannot pick up my child: Attach court order/ Family Protection Order.

Child's Doctor- Name/Address/Phone:

Child's Dentist – Name/Address/Phone:

Medical / Educational Special Needs or Accommodations:

Diagnosed Allergies-Attach Documentation:

Current Medications and Reason/Diagnosis:

Is Medication given at school? Yes or No

If Yes, explain:

Medicaid #, CHIPS # or insurance info (Requested by licensure):

Please initial items for which you give permission. Write "NO" where permission is refused.

1. ____ I authorize Early Head Start/Head Start/Pre-K staff to get emergency medical attention for my child from my child's physician, hospital emergency room, EMTs, or staff physician if they are unable to contact me or other legal guardian.
2. ____ I authorize for my child to be transported by ambulance in case of emergency. I understand that, if required, the nearest hospital able to provide emergency treatment will be used.
3. ____ I authorize the emergency doctor (and whomever he/she may designate) to perform necessary emergency treatment and/or procedures as they deem medically necessary. I understand that Early Head Start/Head Start/Pre-K will make every effort to contact me in case of an emergency and that once reached, my presence is required.
4. ____ I authorize Early Head Start/Head Start/Pre-K staff and bus drivers to administer CPR/ basic first aid if required.

I certify that the information above is correct to the best of my knowledge and that I have read and fully understand the above authorizations.

Updated:

Signature of Legal Guardian

Date

Initials and date

Signature of Witness

Date

Initials and date

For office use: (staff – check if applicable)

____ Child has IEP/IFSP ____ Bus Evacuation Plan ____ Center Evacuation Plan ____ Court order/FPO

____ Urgent Medical Conditions/Allergies Bus Driver(s): _____

Teacher/Home Visitor: _____ X Day ____ HB ____

Primary Language: (other than English): _____

Bus Stop Change Request

Add _____

Drop _____

Date _____

Change _____

Child _____

Classroom Staff /Site _____

Class start time _____

Current Bus Stop

Current Driver _____

Morning _____

Afternoon _____

REQUESTED CHANGES/RESULTING ACTIONS

Person completing request _____

Requested change:

Morning _____

Afternoon _____

Time:

Pick-up time _____

Drop off time _____

Result
Approved/Unable to Approve

Reason-

Driver change (if applicable) _____

Drivers notified _____


Date _____

Classroom Staff notified _____

Date _____

Start Date _____

(Please allow up to three days for a bus "change" to occur and up to five days for a new child to be added to bus run).

Performance Standard	Subpart F - Transportation	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i>  EPIC <small>Serving the educational needs of the entire community</small>
Subpart	§ 1303.72(d) Vehicle Operation- Driver & Bus Aide Training	
Effective Date	07/2022	
Revised Date	07/2022	
Reviewed Date	04/2022	
Responsibility	Bus Drivers, Bus Aides, Lead Drivers, Director	

Subject: Driver & Bus Aide Training

Policy: (d) A program must ensure (1) any person employed as a driver receives training prior to transporting any enrolled child and receives refresher training each year (2) training must include classroom and behind-the-wheel instruction sufficient to enable the driver to operate the bus in a safe and efficient manner, to safely run a fixed route, to administer basic first aid in case of injury and to handle emergency situations, including bus evacuation. Operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints, conduct routine maintenance and safety checks of the bus and maintain accurate records as necessary; and (3) must ensure the annual evaluation of each driver of a bus used to provide such services includes an on-board observation of road performance.

(e) A program must train each bus aide on child boarding & exiting procedures, how to use child restraint systems, completing any required paperwork, how to respond to emergencies and emergency evacuation procedures, how to use special equipment, child pick-up and release procedures. Bus aides must also participate in safety training requirements including CPR and First Aid.

Procedure:

1. Drivers receive Universal Precautions and Child Abuse & Neglect Training annually at Administrative Training. The second half of that training is a complete review of the transportation requirements, including forms, that are the responsibility of each driver.
2. Forms required:
 - A. **Attendance Form-**
 - (1) The driver will complete the top portion of the attendance sheet.
 Top left: County/Site (example: JC / SJeff. or BC / IFWC or MC / GC)
 Bus Driver
 Bus Aide
 and the date beside each day of the week across the top and list each child's name in order of pick-up, down the left side of the sheet
 - (2) There is a list of codes in the right corner of the sheet. These codes will fit into the small columns labeled C, available for documentation. The bus aide will write the code in and then the time the bus reaches the stop to pick-up each child and the time each child is dropped off, whether at school or at home.
 - (3) During take home, if the bus reaches a stop where an individual is waiting who is unfamiliar to the driver and bus aide, the driver **MUST** request an ID and then check the name against those listed on the child's emergency form to confirm they are authorized. If authorized, the child may be released. **[On attendance form, in the box below the time columns, the bus aide will write the child's initials – name of the authorized individual and that ID was checked]** If the individual is not authorized, the child remains in safety seat and the driver continues the route. The bus aide will contact the center and designated center staff will contact the parent to make arrangements to pick up child.
 - (4) At the end of the run for morning and afternoon the bus aide will put the count of all students and total at the end of the day.
 - (5) On the back of the form, the driver puts the time when both the driver and bus aide completed their

walk-throughs on the bus. Both the driver and the bus aide are required to do walk-throughs to make certain there have been no children left behind on the bus. The Driver and bus aide then sign the back of the attendance sheet, under the time block, for each day of the week and for the AM and PM runs, verifying that safety requirement has been completed.

- (6) The box on the back is for any additional documentation. (Example – 8/24/2022 KM- got sick on AM run. Site called & time.)
- (7) This sheet is turned in weekly to the county lead driver for review.

B. Parent Call List-

- (1) As the driver sets up his/her run, a parent call list must be developed. This list will have the child's name, the parent's name, parent's phone number and any additional numbers including daycare, if applicable.
 - (2) If a run must be canceled for any reason (no sub driver, no sub bus aide, etc) the individual who is not absent will use this list to contact parents
- ** A copy of this call list must be given to the county lead driver, where it will be kept in a centralized secure location in case of an emergency situation. If a change is made to the list (child added to run, custody change, etc.) write the date the change received in upper right corner and make a copy for the lead driver)**

C. Not Running Log-

- (1) If a run is canceled, the available transportation staff, for that run, will need the parent call list and the Not Running Log to make calls.
- (2) On the NRL, put the child's name, the adult spoken to and the time the call was made. If no one answers and a message is left, record this information and the time the message was left. If no message could be left, record this information and the time the call was made.

D. New Child Added-

- (1) When a new child is added to your run, after the school year has started, this form must be completed.
- (2) This form is to be printed on neon orange paper, before being completed.
- (3) This form must be filled out for the first 5 consecutive days the new child rides. Each day at drop-off, the bus aide will write the name of the individual who was waiting for the child. Follow the required release procedures, checking authorized or unauthorized, depending on the individual's status and write "yes" on the line. If an unauthorized individual is waiting, the child remains on the bus and the bus aide will call the parent to arrange a safe pick-up location.
- (4) This form is to be turned in to the lead driver at the end of the 5 days.
- (5) The lead driver will keep these documents with the attendance sheets for federal documentation.

E. Absentee Call List- requirement of Performance Standards 1302.16(a)(1)

- (1) This form documents when a child is not at the bus stop and there have been no calls, messages or voicemails left on the bus phone notifying the driver/aide of the child's absence.
- (2) The bus aide will fill out the site, bus # and date blanks. If the child is not at the stop and no communication has been received, the child's first name and last name initial will be written in the name column / and the child's classroom.
 - (A) If the parent calls while the bus is in route to school, the bus aide will check the parent notified column beside the child's name and write the time the call was received. The bus aide will complete the reason for absence and initial.
 - (B) If no communication is received from the parent, the row beside the child's name is left blank.

(3) When the bus reaches the site:

- (A) At stand alone sites [all sites except Berkeley Heights, TA Lowery and Berkeley Springs]
The driver or aide will give the form with the information that has been documented, to the classroom staff.
- (B) At the Centers, drivers or aides will give the form to the Site Manager or Family Advocate, depending on who is available.

Monitoring & Reporting:

Dissemination of Policies & Procedures will be made available to all employees through EPIC's website www.epicresa8.org . EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.

1. **Training** will be provided to staff annually during pre-service and at quarterly tri-county transportation meetings; new staff receive training during orientation, in addition. Status of understanding and adherence to policy and procedures is monitored during ride-alongs conducted by the individual lead drivers twice a year and randomly assigned checks by specialists/director; Retraining is provided on an as needed basis.

DRIVER AND AIDE SIGNATURES ON BACK

Regular and Substitute Drivers are to record walk through times and sign this form after every run.

Bus Driver's walk-through time: (document time after morning and evening runs)

Monday	Tuesday	Wednesday	Thursday	Friday
AM _____	AM _____	AM _____	AM _____	AM _____
PM _____	PM _____	PM _____	PM _____	PM _____

Bus Driver Signatures:

Monday	Tuesday	Wednesday	Thursday	Friday
AM _____	AM _____	AM _____	AM _____	AM _____
PM _____	PM _____	PM _____	PM _____	PM _____

Bus Aides Signatures:

Monday	Tuesday	Wednesday	Thursday	Friday
AM _____	AM _____	AM _____	AM _____	AM _____
PM _____	PM _____	PM _____	PM _____	PM _____

*Double check walk through procedure: Driver will walk through the bus once after unloading and bus aide will walk through once.

Date/Safety Notation:

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I received this form on time and all procedures to ensure the safety of each child have been followed, to the best of my knowledge.

County Lead Driver's Signature: _____

Date: _____

Not Running Log

Bus # _____

Date: _____

Staff calling parents: _____

Child's Name	Spoke to Parent/Time	Left Message with Individual/Time	Left Message on Voicemail/Time	Unable to Reach/Time

EPIC Head Start "New Child Added"

Child's Name _____

Family Address _____

Bus Stop Location _____

Monday	Tuesday	Wednesday	Thursday	Friday
Date	Date	Date	Date	Date
Who Picked-up	Who Picked-up	Who Picked-up	Who Picked-up	Who Picked-up
*Check ID *Compare to emergency form contact names Authorized _____ Unauthorized _____ Release procedures followed: _____	*Check ID *Compare to emergency form contact names Authorized _____ Unauthorized _____ Release procedures followed: _____	*Check ID *Compare to emergency form contact names Authorized _____ Unauthorized _____ Release procedures followed: _____	*Check ID *Compare to emergency form contact names Authorized _____ Unauthorized _____ Release procedures followed: _____	*Check ID *Compare to emergency form contact names Authorized _____ Unauthorized _____ Release procedures followed: _____
Safety Notes				

Form to be printed on neon orange paper

1302.16(a)(1) – (a)Promoting regular attendance. A program must track attendance for each child. (1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of the program start time, the program must attempt to contact the parent to ensure the child's well-being.

Absentee Calls: Site _____

Bus _____

DATE	Child's Name / Classroom	Parent Notified/ Time	Staff Called/ Time	Code	Reason for Absence	Staff Initials

Code: Phone Call (P), Face to face (F2F), Left Message (LM), No Answer (NA), Out of Service (OS), other contact (OT)

Driver and Bus Aide Training

For Driver:

Before school starts requirements:

1. Set up run for the pick-up and drop-off with times for parents. This is to be given at orientation or home visit. If not ready by orientation it will be the driver's responsibility to call all parents with times and where the pick-up and drop-off will be for each child.
2. DO NOT USE YOUR PERSONAL PHONES-ONLY BUS PHONES.
3. When setting up bus run, all stops need to be made in a safe area and no more than 1 hour long. When you have a curve or hill, driver must be able to see 500 ft. from curve and or hill in either direction (See Policy 1303.73). Centralized bus stops may be used to keep bus runs within 1 hour requirement.
4. At orientation or first home visit, each parent will be given a copy of the rules and procedure for crossing the road. Transportation documents can also be accessed on our website (epicresa8.org). The bus rules will include bus driver's name, bus phone number, where the pick-up and drop-off locations will be along with the times. The top of the page will be a list of policies and rules for transportation. The steps for parents and children to cross the road will also be located on the bottom of this form or on a separate form. The parents will sign and return to bus driver and the parents will receive a copy of the signed form. If the forms are signed at a time other than orientation or the first home visit, the individual assisting in enrollment paperwork will have the forms signed by the parent and will provide the originals to the driver along with a copy of the emergency form. The driver will make copies of the signed forms and give them to the parents at the first pick-up.

Seating Chart

1. Seating chart needs to be visible at the front of the bus. This lets the bus driver, bus aide, and any other emergency personnel know what child is in which seat. The blanks below the words "seating chart" are to be filled in with the destination of that run.
2. Above each seat there will be the child's name visible for each seat occupied. This will help the bus driver, bus aide, emergency personnel and even the children to find the right seat and to make sure everyone is accounted for before leaving school.
3. Seating chart is included in section.
4. Stickers on child's emergency form indicate the following: Red- medical, blue- court order.

For driver and bus aide:

Daycare Forms

1. Daycare forms are to be filled out by the daycare owners. They are to list every employee 18 and older that will be getting the child off the bus. These employees will need to have ID to show the bus driver and will be matched up with name on the daycare list until they are known.
2. Daycare form is included in section.

Accident Release Form

1. In the case of any evacuation, the parent is called to come and get child. The parent/guardian will need to fill out an Accident Release Form in order to take the child from the evacuation site.
2. The form will be given to the supervisor.
3. Accident Release form is included in section.

No Adult at Stop

1. This form is to be filled out when the bus reaches a child's stop and there is not an authorized adult present to pick up child.
2. Communication: If an adult is not at the stop, the driver is to continue the route as scheduled. The bus aide will attempt to call the parent to arrange a safe drop-off location on the route. If the parent cannot be reached, the bus aide will contact the "center" for that county. The aide will report the situation to the "Center" staff and the staff will begin calling emergency numbers. The bus aide is to return to supervising and engaging the remaining children.
3. The bus aide will need to fill out the child's name, date and if it was 1st, 2nd, 3rd, or 4th occurrence.
4. The bottom of form lists the outcomes of each occurrence.
5. No Adult at Stop form attached.

Contact Notes

Helping Children or any incidents with a child:

1. Bus Drivers are to never leave their seat while the bus is running. They may find a safe place to pull over to help bus aide with a child.
2. Contact note will need to be completed.
3. Bus drivers and bus aides are never to lift, pull or use any force to put a child on a bus or in a seat.
4. Parent may try to put child in a seat.
5. If child still resists getting into seat, the parent will be asked to transport the child.
6. Any incidents that occur on the bus or while loading or unloading of the bus during transportation will need to be written up on a contact note and then given to the supervisor.
7. Bus drivers are not to relay any messages from teacher to parent.
8. Addendum to IEP – Blue Sheet
9. Contact Form is attached.

Bus Aide Training Information

Confidentiality: Staff members are not to discuss or release any information about Head Start/Pre-K children or families, such as health issues, behavior issues, addresses, phone numbers, etc, except with pertinent staff members. Any breach of confidentiality shall be grounds for disciplinary action.

Cell phones: Bus aides are not permitted to use their personal cell phones while children are on the bus. Cell phones should be silenced or turned off and kept out of sight.

Transportation Team: Bus aides are a very important part of the transportation team; however, the bus driver is responsible for everything that happens on the bus. All issues should be discussed with the bus driver.

Where you should sit on the bus: The location of the bus aide's seat will be determined by the number of children on the bus. The aide may **not** be located in a seat directly behind the child. It is helpful if you are able to see the children during the ride to be sure that they are all right. You want to watch them to see that they haven't fallen asleep and slipped in their harnesses, that they are following the bus rules and that they are comfortable and safe.

Bus rules for children: Bus rules include using 'inside voices', staying buckled, keeping hands and feet to oneself and in front of the child. (These are posted in the bus in picture form to help drivers and aides reinforce these rules with the children).

Passenger Recording Form (Attendance Sheet): You will be given an attendance list to complete for each run, recording the arrival at each stop and whether the child is absent or present. This is an important job since we need an accurate record of children who are riding the bus each day. You may never use white out to make a correction.

The bus should be educational: Since the bus rides can be long, it is good to come prepared with a smile and some ideas for entertaining children during the ride. Please include the 2 daily vocabulary words in your conversations with the children as much as possible. Looking for landmarks, looking for colors, talking about what they see outside are easy ways to keep the children occupied, encourage language development, and make the ride pleasant.

Sick children: As the aide you can help the children with health needs. You may be asked to clean up after a sick child, or to render first aid if a child is hurt. We would like you to give children tissues if needed, give them a convenience bag if they say they feel sick (often this is all they need) or give them a band aid if they need it. Remember, at Head Start/Pre-K we **ALWAYS** use gloves when handling anything with blood or other bodily fluid. Make sure you know where these supplies are kept on the bus. If necessary you may need to ask the bus driver to pull the bus over to take care of the problem.

Food or drink: For bus safety no one is permitted to eat or drink while on the bus. This includes chewing gum. These can cause choking and loose items can cause injury if the driver has to stop suddenly.

Toys: Children are not to have toys on the bus or to bring toys to sites unless asked to as part of a lesson. Anything they bring should be kept in their book bags or pockets during the ride. If you have to take something away from a child, reassure him/her that it will be returned when he/she gets off the bus. The only exception would be something that would be dangerous, which would be returned to the child's parent or teacher.

You may be asked to hold children's projects. These will be labeled with the child's name. Please remember to give these to the child or their parents when they get off the bus.

Greeting the children: As the bus aide, you and the driver are the first and last Head Start/Pre-K representatives the children see. It is important that, as their role model, you are pleasant, helpful and calm. Children will imitate your behavior and conversation, so please be aware that they are watching everything you do and say.

Loading and unloading: As children get on or off the bus, you will help the driver remind them that they are to hold on to the railing. If they are carrying things, you may want to help them arrange it so they have a free hand to hold the railing.

Railroad crossings: At railroad crossings the driver will ask everyone to be quiet. It is the law that the drivers have silence, stop the bus and open the door and window at all railroad crossings. This allows them to hear if a train is coming or if the signals malfunction. Be aware that the door will be open and be sure that everyone remains safely seated.

Safety seat and harnessing: All children are required to be securely buckled in while riding the bus. The bus may have child safety seats built in or may have individual harnesses. The harnesses come in different sizes. Find the one that best fits the child. The zipper goes in back of the child. There are 4 rings that are clipped onto the seat. These are required for any child riding in the bus who is not legally required to be in a car seat.

Emergencies: In an emergency, follow the driver's directions. There is emergency information posted in each bus. Since it is different in every bus, check its location when you board the bus. There is a phone in every bus. The driver will show you its location and explain how it is used. In an emergency, if you are asked to call for help, there are emergency numbers posted and a list of whom to call and in what order. Basic instructions on how to use the phone are also included.

There is a first aid kit, fire extinguisher and reflectors in every bus. Ask your driver where they are so you know where to find them if there is an emergency, and the driver asks you to get them. Become familiar with the items in the first aid kit.

Evacuation drills: Evacuation drills are conducted three times a year. These drills give practice to children getting off the bus and away from it in case of an emergency. As the aide, you will help the driver by helping unbuckle the children and taking them to a safe spot chosen by the driver. You will be asked to help the children get off the bus and go to the meeting place. Then you will check the number of children with the attendance record. The children will either return to the bus or go into their class. They will have the chance to practice getting off the bus through the rear emergency door as well as through the front door. Remember to follow the driver's instructions, and if anything is unclear, ask questions.

If driver becomes ill: In the event the bus driver becomes ill and a substitute is not available you will be asked to contact parents that the bus will not be running. The bus driver will provide you with a list of names and phone numbers for each child. If the driver becomes ill during the run (call 911 if necessary) and can't continue contact your county transportation supervisor for instructions. Designated staff will locate someone else who can complete the run or make alternative arrangements.

Remember: You are the bus aide. If you have any questions, the driver is there to answer your questions. Conversations with the driver during runs are to be kept to a minimum, but if you are not sure how to do something, or you need a child's name, the driver can help. The driver's first responsibility is bus safety and he/she may need to pull off the road to safely help you. Be aware that you are not alone if a problem occurs.

Attendance: We need you to be present at work. Without a second adult, the bus cannot run. If you become ill, your supervisor in your county immediately. We will cancel a bus run if we cannot find an adult to ride that day.

If you have any questions about your duties as a bus aide, call your supervisor.

Documentation: If you are asked to document something you observed or something you heard, you may state only the facts when you write. You may not put any "personal opinions" in your documentation. If you make an error you may not use white out. You must draw a single straight line through your mistake, initial at the end of the line and write "error" over the word with the line through it.

SEATING CHART

Day Care Provider Staff List

Day Care Providers,

In an effort to keep the children in our care as safe as possible, it is necessary to know who will be getting them off the bus. Please list below the names of all your staff that will be getting children off the EPIC Head Start/Pre-K bus. Please advise your staff that they will need to show a photo ID the first time they get a child off the bus. Thank you for your assistance in this matter.

EPIC Head Start/Pre-K Accident Release Form Procedure

If you are involved in an accident and a Parent/Guardian arrived, please enlist their help. If they insist on taking their child, please have them sign this form.

NO other friend or relative may take the child.

EPIC Head Start/Pre-K Accident Release Form

I _____ am taking my child _____ from the scene of the accident on _____. I realize that my child has not been seen by the emergency medical services. I take responsibility to seek medical care for my child.

Signature Parent/Guardian: _____

Date: _____

Head Start/Pre-K Policy Regarding Children Not Met at Designated Stop

As stated in the Parent Handbook, only persons **18 years** of age and older and listed on the Emergency Release Form may be designated to get your child off the bus. If the individual is not on the emergency form, and prior parent permission has not been obtained, the child is to remain on the bus. Transportation staff will follow the procedure located on their county emergency plan.

1. The second time a child is not met at the stop, a verbal warning will be given and Family Advocate staff will be given a referral.
2. The third time a child is not met at the stop, a written warning will be sent. This warning will state that should the child not be met again, transportation privileges will be suspended for 1 month. A team meeting including the FA, site manager and lead bus driver for that county will be scheduled.
3. The fourth time, your child will be removed from the bus run for a period of one month.
4. Once the child resumes attendance on the bus, if the child is not met at the designated stop a fifth time, supervisors will be contacted and a decision will be made on an individual basis.

No Adult at Stop

Bus Number _____

Child's First and Last Name	Date/1 st	Date/2 nd	Date/3 rd	Date/4 th	Date to Return

First time: Please give parent a reminder of the importance of being on time to get their child. Put copy of form in supervisor's box.

Second time: Notify supervisor, in addition to putting form in box. Please give parent a verbal warning. Supervisor will give a referral FA staff.

Third time: Notify supervisor, in addition to putting form in box. Supervisor will give a written warning, contact FA staff and schedule team meeting that includes the FA, the site manager and the lead driver for that county. A letter and or email will be sent to the parent notifying them of transportation status.

Fourth time: Notify supervisor, in addition to putting form in box. Parent will be notified that child is not eligible for transportation for a period of one month.

Performance Standard	Subpart F - Transportation	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> <hr/> EPIC <small>Serving the educational needs of the entire community</small>
Subpart	§ 1303.73 Trip routing	
Effective Date	07/2022	
Revised Date	07/2022	
Reviewed Date	03/2022	
Responsibility	Bus Drivers, Bus Aides, Lead Drivers, Director	

Subject: Trip routing

Policy: All Head Start Drivers must consider safety of the children it transports when it plans fixed routes. The procedures below are supported by the WV School Bus Transportation Regulations (Policy 4336) 3.7 through 12.7.

Procedure:

1. A driver will ensure the time a child is in transit to and from the program will not exceed one hour unless there is no shorter route available or any alternative shorter route would be unsafe or impractical.
2. Buses will not be loaded beyond maximum passenger capacity at any time
3. Drivers DO NOT back up or make U-turns, except when necessary for safety reasons or because of physical barriers. In the event a driver must drive the bus in reverse, the bus aide must go to the back of the bus to provide assistance to the driver.
4. Stops are located to minimize traffic disruptions and to give the driver a good field of view in front and behind the bus. Mirrors only show 200 feet. Drivers are not to have anything obstructing their view such a curve or hill in front or behind the bus. Approaching vehicles should be able to see a stopped bus from 500 feet.
5. As a rule, stops should be located to eliminate the need for children to cross the street or highway to board or to leave the bus.
6. The parent or authorized adult will come to the bus door to assist the child on the bus in the morning and off the bus in the afternoon. The parent or authorized adult is responsible for escort the child across the street to board or leave the bus if curbside pick-up or drop-off is impossible.
7. Drivers use alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks or emergency road closings. Parents will be provided with alternative stop in advance, should hazardous conditions arise.
8. **The driver will document each run on the designated form – listing driving directions, the bus stop location, pick-up and drop-off times and the child’s or children’s names that are transported from that stop.**
 - a. **The driver provides a copy to the county lead driver for review and safety check.**

- b. After the lead driver approves, a copy is given to the Director. If changes occur during the year, updated copies of the run must be provided to the Director.

Monitoring & Reporting:

Dissemination of Policies & Procedures will be made available to all employees through EPIC's website www.epicresa8.org . EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.

1. **Training** will be provided to staff annually during pre-service and at quarterly tri-county transportation meetings; new staff receive training during orientation, in addition. Implementation of training is monitored during ride-alongs conducted by the individual lead drivers twice a year and randomly assigned checks by specialists/director; Retraining is provided on an as needed basis.

Performance Standard	Subpart F - Transportation	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC <small>Serving the educational needs of the entire community</small>
Subpart	§ 1303.74 Safety Procedures	
Effective Date	07/2022	
Revised Date	07/2022	
Reviewed Date	03/2022	
Responsibility	Bus Drivers, Bus Aides, Lead Drivers, County Managers, Director	

Subject: Safety Procedures

Policy: (a) A program must ensure children who receive transportation services are taught safe riding practices, safety procedures for boarding and leaving the bus and for crossing the street to and from bus stops, recognition of the danger zones around the bus, and emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the bus the child will be riding

(b) A program that provides transportation services must ensure at least two bus evacuation drills in addition to the one required under paragraph (a) of this section are conducted during the program year.

Procedure:

1. Children are taught safety procedures 3 times per school year for Head Start (4 times per year for EHS) while practicing bus emergency evacuation drills. [**Bus Evacuation Tracking & Off-Site Evacuation Drill Forms included in section**]
 - Fall – within 10 days after the first day of class
 - Winter – in January
 - Spring – in April
 - November – 1 off-site bus emergency evacuation drill
2. The driver/bus aide, with assistance from the teacher/assistant teacher, conduct bus evacuations. The driver/bus aide point out the emergency exits and open the 2 emergency roof hatches, 2 emergency window exits, back door exit and front door exit. Both the front door exit and back door exit are to be executed and documented on the tracking form. A copy of completed emergency bus evacuations are sent to the Director. Forms are to be kept in the orange notebook located on all buses and in an office location for each individual county.
3. Off-site evacuations are to be completed 1 time annually. These evacuations include all students in the classroom. This evacuation begins with the transportation supervisor calling the driver, stating that the site must be evacuated due to an emergency. Once the call is made, the timer begins. The timer is turned off once the bus, full of children, has reached the designated safe area.
4. Children are physically and visually shown the danger zones around the bus when emergency evacuation drills are taking place. The driver emphasizes that **in the event an object were to roll under the bus, NEVER attempt to go under and get it.** The parent/guardian/caretaker of the child should alert the driver if this were to happen, so the driver can take appropriate action to retrieve the object. (Policy 4336)
5. Parents must receive training and written information about safety procedures (crossing the road, safe loading and unloading, school bus danger zone) from the driver. A parent or designated adult must bring the child to the bus door to assist the child with boarding the bus and assist the child in getting off the bus.

Monitoring & Reporting:

1. **Dissemination of Policies & Procedures** will be made available to all employees through EPIC's website www.epicresa8.org . EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.
2. **Training** will be provided to staff annually during pre-service and at quarterly tri-county transportation meetings; new staff receive training during orientation. Implementation of training is monitored during ride-alongs conducted by the individual lead drivers; retraining is provided on an as needed basis.

EPIC Head Start/Pre-K Bus Evacuation Tracking Form

1st Evacuation

Site	Date	# of Students	Front Evac. or Rear Evac.	Driver Signature

2nd Evacuation

Site	Date	# of Students	Front Evac. or Rear Evac.	Driver Signature

3rd Evacuation

Site	Date	# of Students	Front Evac. or Rear Evac.	Driver Signature

4th Evacuation- (EHS)-

Site	Date	# of Students	Front Evac. or Rear Evac.	Driver Signature

This is to be kept on the bus at all times. Head Start/Pre-K Drivers turn form into Supervisor at the end of the school year.

**EPIC Head Start/Pre-K
Off Site Evacuation Drill**

Date: _____

Head Start/Pre-K Site: _____

Start time: _____ (time you call the bus driver)

Time bus arrives at center _____

Ending time: _____ (time children are returned to site)

Name(s) of Bus Driver(s): _____

staff _____ (including driver)

students _____

Signature of Site Manager or Teacher: _____

Date: _____

Please keep a copy for your records and send a copy to Early Head Start/Head Start/Pre-K Director

Driver: _____ Bus Cell Phone: _____

Bus stop location: _____

Pick up time: _____ Drop off time: _____

REMINDER: EPIC HEAD START/PRE K BUS RULES

1. You and your child must be at the bus stop **10 minutes** before and 10 minutes after the bus is scheduled to arrive. THE DRIVER/AIDE WILL NOT CALL OR GO TO THE DOOR. THE DRIVER WILL NOT WAIT PAST THE SCHEDULED PICK-UP TIME.
2. The parent/guardian must be at the bus stop **10 minutes** before scheduled drop off time. Only those listed on the child's emergency form may get the child off the bus and must show driver a picture I.D. No one under the age of 18 may get a child off the bus. If no one is at the bus stop, the bus aide will try to call you. If they cannot reach you, then your child will be returned to the Center.
3. It is the parent's responsibility to take the child to school if he/she misses the bus. If your child is not going to ride the bus, please call the bus cell phone number to notify the driver **every day** that your child is not going to ride the bus.
4. Parent/guardian **must come to the bus door** to put the child on and receive the child off the bus. If you must cross the street, please cross in front of the bus and wait for driver's signal that it is safe to cross.
5. Keep sick children home. The bus driver may determine if a child is ill and refuse to allow the child to board.
6. Parents must inform the manager or family advocate of changes about emergency release information including phone numbers, person(s) authorized to pick up child, health matters, etc.
7. No food, drinks or toys are allowed on the bus, unless requested by the teacher. **No glass items will be allowed.**
8. No smoking at the bus door.
9. If a child is bringing medication on the bus, please give the medication to the bus driver so that it can be stored in a safe place.
10. If your child does not ride the bus as scheduled for a period of 2 weeks, he/she may be removed from the bus run.

Loading/Unloading Policy

The past 10 years have provided early childhood transportation with many challenges. One example is the increase in physical aggression or refusal to board or get off the bus at the time of arrival and/or dismissal of school. This poses significant safety concerns for the children and for staff. Beginning 2019-2020 school year, **no staff member (full-time, part-time) is to carry a child off or on the bus.**

* If a child is refusing to get on the bus, dropping to the ground, staff are to verbally encourage/support the child in getting up and on the bus. If the child does not respond to this one prompt, the child will be escorted into the classroom and the parent will be called to come and pick-up.

* If the child is refusing to get on the bus from home, the parent will need to transport the child to school. The bus is unable to wait due to schedule and delay of traffic flow.

* If a child refuses to get off the bus at school, staff on-site can be enlisted to encourage the child to join his/her friends. If the child continues to refuse, two staff (on either side) can assist child off the bus.

Parent/Guardian Signature

Date

Conductor: _____ Número Celular del autobús: _____

Parada de autobús: _____

Hora de recogido: _____ Hora de entrega: _____

RECORDATORIO: REGLAS DEL AUTOBUS DE EPIC HEAD START/PRE-K

1. Usted y su hijo deben estar en la parada de autobús **10 minutos** antes y **10 minutos** después del horario programado para recoger a su hijo. EL CONDUCTOR/AYUDANTE NO LLAMARÁ NI IRÁ HASTA LA PUERTA. EL CONDUCTOR NO ESPERARÁ MÁS ALLÁ DE LA HORA DE RECOGIDA PROGRAMADA.
2. El padre / tutor debe estar en la parada de autobús **10 minutos** antes de la hora de entrega programada. Solo aquellos que están en la forma de emergencia del niño pueden recoger al niño del autobús y deben mostrarle al conductor una identificación con foto. Nadie menor de 18 años puede bajar a un niño del autobús. Si no hay nadie en la parada de autobús, el ayudante del autobús intentará llamarle. Si no pueden comunicarse con usted, su hijo será devuelto al Centro.
3. Es responsabilidad de los padres llevar al niño a la escuela si pierde el autobús. Si su hijo no va a viajar en el autobús, por favor llame al número de teléfono celular del autobús para notificar al conductor **todos los días** que su hijo no va a viajar en el autobús.
4. El padre / tutor **debe venir a la puerta del autobús** para poner y recibir al niño fuera del autobús. Si usted tiene que cruzar la calle, cruce frente al autobús y espere la señal del conductor de que es seguro cruzar.
5. Mantenga a los niños enfermos en casa. El conductor del autobús puede determinar si un niño está enfermo y rehusarse a que el niño suba al autobús.
6. Los padres deben informar al gerente o al defensor de la familia de los cambios sobre la información de divulgación de emergencia, incluyendo los números de teléfonos, la(s) persona(s) autorizada(s) para recoger a su hijo o asuntos de salud, etc.
7. No se permiten alimentos, bebidas o juguetes en el autobús, a menos que lo solicite el maestro. **No se permitirán artículos de cristal.**
8. No fumar en la puerta del autobús.
9. Si un hijo trae medicamentos en el autobús, favor entregue el medicamento al conductor del autobús para que pueda ser almacenado en un lugar seguro.
10. Si su hijo no viaja en el autobús según lo programado por un período de 2 semanas, es posible que sea removido del autobús.

Política de carga/descarga

Los últimos 10 años hemos proporcionado transporte a los niños de primera infancia con muchos desafíos. Un ejemplo es el aumento de la agresión física o la negativa al subir o bajar del autobús en el momento de la llegada y / o el despido de la escuela. Esto implica importantes preocupaciones de seguridad para los niños y para el personal. A partir del año escolar 2019-2020, **ningún miembro del personal (a tiempo completo, a tiempo parcial) debe llevar a un niño fuera o en el autobús.**

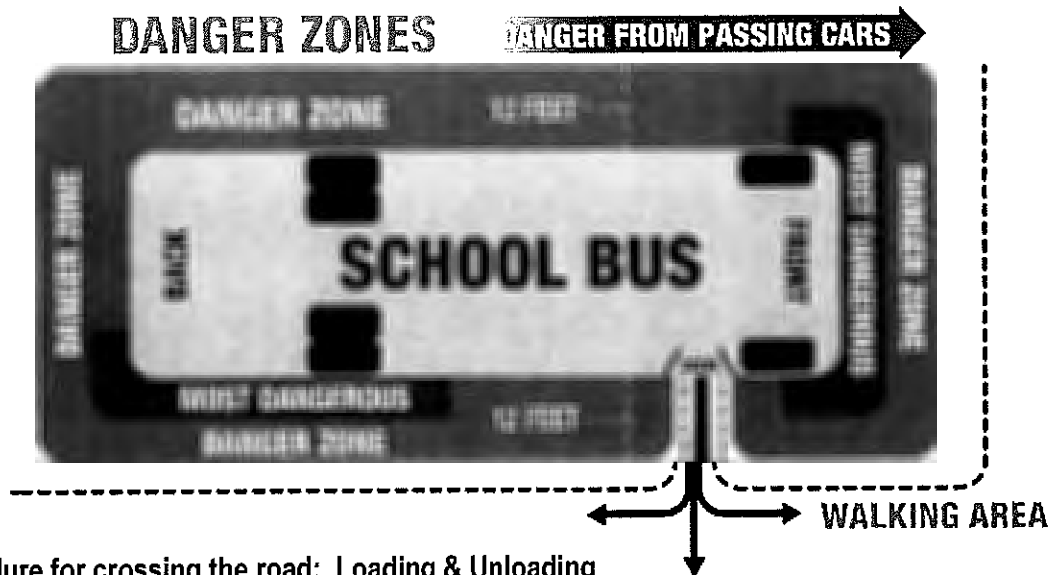
* Si un niño se niega a subir al autobús, cayendo al suelo, el personal debe alentar / apoyar verbalmente al niño para que se levante y suba al autobús. Si el niño no responde a este mensaje, el niño será escoltado al salón de clases y se llamará al padre para que venga a recogerlo.

* Si el niño se niega a subir al autobús desde casa, el padre tendrá que transportar al niño a la escuela. El autobús no puede esperar debido al horario y al retraso del flujo de tráfico.

* Si un niño se niega a bajar del autobús en la escuela, el personal en el lugar puede alentar al niño a unirse a sus amigos. Si el niño continúa negándose, dos empleados (a cada lado) pueden ayudar al niño a salir del autobús.

Firma del padre/tutor

Fecha



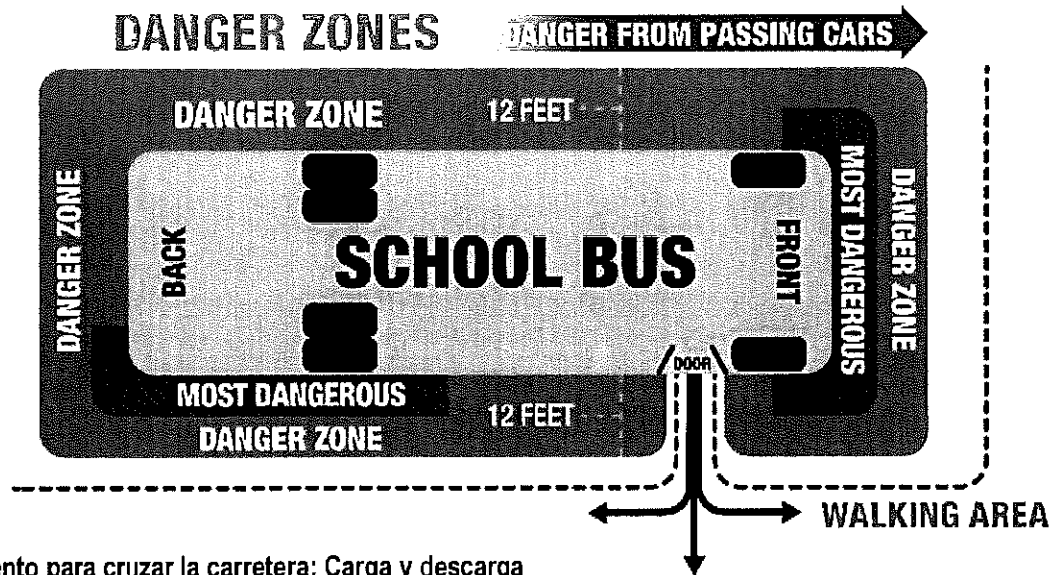
Procedure for crossing the road: Loading & Unloading

- Remain on the side of the road by your residence.
- The driver will activate the amber loading lights 200 feet away from the bus stop.
- The actual stop: driver will place the bus in park or neutral, set the parking brake and activate the red loading lights and crossing arm.
- The driver will monitor the crossing zone and will signal you, **with a thumbs-up**, when it is safe to cross. **Do not cross until you receive this signal.**
- Crossing the road, stay 10 feet from the front of the bus and 10 feet from the side of the bus (danger zone) prior to loading the bus.
- Walk your child to the bus door and assist them up the steps for loading or down the steps for unloading.
- After your child is on or off the bus, the parent must safely return to the right front bumper 10 feet away from the bus and stop.
- Driver will monitor the traffic and give you the thumbs-up signal, at which time you may go to the left front bumper 10 feet away from the bus and stop again.
- Driver will monitor the traffic and give you the thumbs up signal at which time you may cross the road. The two thumbs-up procedure protects you and your child from drivers who continue to run the red alternating lights on our buses.

Safe crossing of our children and parents is a priority of the transportation team. With your assistance in adhering to the above procedures, we can assure a safe crossing. If you have any questions, please feel free to contact your child's Head Start/Pre-K site.

I have read the above and understand the procedure.

Parent or Guardian signature: _____ Date: _____



Procedimiento para cruzar la carretera: Carga y descarga

- Permanezca al lado de la carretera junto a su residencia.
- El conductor activará las luces de carga ámbar a 200 pies de distancia de la parada de autobús.
- En la parada: el conductor colocará el autobús en estacionamiento o en neutral, pondrá y activará las luces rojas alternas y el brazo para cruzar.
- El conductor vigilará la zona de cruce y le indicará, con el pulgar hacia arriba, cuándo es seguro cruzar. **No cruce hasta que reciba esta señal.**
- Cruce la carretera, manteniéndose a 10 pies de la parte delantera del autobús y a 10 pies del costado del autobús (zona de peligro) antes de abordar el autobús.
- Camine su hijo hasta la puerta del autobús y ayúdelo a subir las escaleras cuando va a subir o bajar las escaleras cuando lo va a recoger.
- Después de que su hijo esté seguro dentro o fuera del autobús, el padre debe regresar de manera segura al parachoques delantero derecho a 10 pies de distancia del autobús y detenerse.
- El conductor vigilará el tráfico y le dará la señal de pulgar hacia arriba, en cuyo momento en el cual puede ir al parachoques delantero izquierdo a 10 pies de distancia del autobús y detenerse nuevamente.
- El conductor controlará el tráfico y le dará la señal de pulgar hacia arriba en qué momento puede cruzar la carretera. El procedimiento de dos pulgares hacia arriba lo protege a usted y a su hijo de los conductores que continúan pasando las luces rojas alternas en nuestros autobuses.

El cruce seguro de nuestros hijos y padres es una prioridad del equipo de transporte. Con su ayuda para cumplir con los procedimientos anteriores, podemos garantizar un cruce seguro. Si tiene alguna pregunta, no dude en comunicarse con el Centro de Head Start/Pre-K de su hijo.

He leído lo anterior y entiendo el procedimiento.

Firma del padre o tutor: _____ Date: _____

BERKELEY COUNTY EMERGENCY PLAN (for bus)

Procedure if there is no designated adult to receive the child when being returned home:

Call the Berkeley Heights Center (304-263-6222) and inform the Center Manager. If the child is from an external site (Hedgesville, James Rumsey, St. Leo's, Inwood Family Worship Center, Marlowe or Spring Mills Primary) follow same procedure as above. Staff on duty will try to reach parent and/or designated emergency contacts to make arrangements for the child to be picked up at the Berkeley Heights Center. If the parent or emergency contact can meet the bus along the route at an established stop, staff will contact driver to determine which is most convenient.

Complete the route as scheduled keeping bus aide on bus for return trip to Center. A member of management staff will meet the child at Center. If the staff has been unable to reach the parent(s) and/or emergency contacts, staff will contact Family Advocate Specialists for further advisement.

Document the incident on a Contact Note giving a copy to the child's home visitor/classroom teacher and a copy to your supervisor.

Procedures for handling accidents and emergencies:

- Survey scene
- Stop immediately
- Activate 4 way hazard-warning lights
- If necessary, evacuate passengers to a safer place
- Call 911 if needed
- Administer first aid as needed, treating the most seriously injured first
- Put out warning devices at the appropriate places within the required time limit
- Report incident to EPIC HS (304-596-2663) and supervisor (cell 304-582-2862). If 911 has been called, inform Head Start/Pre-K Director (304-596-2644).
- Follow emergency personnel's directions

Procedure if breakdown occurs:

Contact lead bus driver (cell 304-582-2862) and/or Center Manager (304-263-6222). Have the following information ready: location, problem and passengers still on bus.

Call and arrange for towing (Les's Towing – 304-263-4789) or repairs Martinsburg Service Center (304-267-8810) or have staff call if you need to care for passengers still on the bus. If there are children still on the bus, the driver, Center Manager or lead bus driver will contact parents to inform them of the situation and what arrangements have been made to get the children home. Parents, who are able, will meet the bus where it is to pick up their children. Parents must sign sheet documenting that they have picked up their child. Another Head Start bus will come to transport the remaining children home.

Procedure if driver becomes ill and cannot continue to drive:

- Pull off the road to safety
- Put on 4 way hazard lights
- Call lead bus driver's (cell 304-582-2862) or Head Start Director (304-596-2644) and report situation. Designated staff will locate someone else who can complete run or make alternative arrangements. Have aide call for assistance if driver is unable.
- If necessary call 911

JEFFERSON COUNTY EMERGENCY PLAN (for bus)

Procedure to follow if no parent is home to receive their child after school:

- Continue route until finished. Aide must stay on the bus.
- Contact T.A. Lowery Center to have staff try to reach parent and/or designated emergency contacts – 304-724-9942. If alternative arrangements are not made with the parent, return to the T.A. Lowery Center.
- Bus driver and/or aide may need to wait at the center with the child until parent or designated adult arrives. There must be two adults with the child until he/she is picked up.
- Write up a contact note describing what happened and call leave documentation for the Family Advocate.

Procedure for handling accidents and emergencies:

- Survey scene
- Stop immediately
- Turn off ignition
- Activate 4-way hazard warning lights
- Evacuate passengers to a safer place, if needed
- Call 911, if needed
- Administer first aid to persons suffering injuries that need attention, most seriously injured first
- Put out warning devices at appropriate places
- Extinguish any fire
- Collect pertinent information
- Report to Jefferson County and EPIC all accident details. If injury occurs, contact EPIC HR 304-596-2663
- Follow Emergency Service Personnel directions

Contacts, in ascending order, if breakdown occurs:

Transportation Lead Driver - 304-671-4167

Contact Education Manager - 304-724-9942

Staff at center and/or on bus should start calling parents to advise them of breakdown and plan to get children home.

Parents may be called to pick up their children. Berkeley County buses may be needed to assist as last resort. Contact Transportation Lead Driver at 304-582-2862

MORGAN COUNTY EMERGENCY PLAN (for bus)

Procedure to follow if no parent is home to receive their child after school:

- Continue route until finished. Aide must stay on the bus (if possible, call at stop to see if someone can be reached first)
- Return to the home again, if home is on the return trip. Make a phone call to the home or center to see if the parent is there.
- Return to the center.

Procedure for handling accidents and emergencies:

- Survey scene
- Stop immediately
- Turn off ignition
- Activate 4-way hazard warning lights
- Evacuate passengers to a safer place, if needed
- Call 911, if needed
- Administer first aid to persons suffering injuries that need attention, most seriously injured first
- Put out warning devices at appropriate places
- Extinguish any fire
- Collect pertinent information
- Report to Morgan County and EPIC all accident details.
** If injury occurs, contact EPIC HR at 304-596-2663

Make calls in this order until someone is reached:

- To parent and people on the Emergency Form (in notebook on the bus)
- To Education Manager – (304-258-5335 BS)
- To Transportation Lead Driver- 304-671-1420
- To Head Start Director – 304-596-2644
- Write up a contact note describing what happened and leave documentation for Family Advocate

Procedure for contacting people, in ascending order, if breakdown occurs:

- Transportation Lead Supervisor – 304-671-1420
- Contact Education Manager – 304-258-5335 BS
- Advanced Auto for repairs (717-294-6399) or Martinsburg Service Center (304-267-8810).

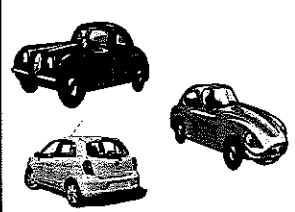
Staff at center and/or on bus should start calling parents to advise them of breakdown and plan to get children home

Parents may be called to pick up their children. Berkeley County buses may be needed to assist as last resort. Contact Transportation Lead Driver at 304-582-2862

KEEP A COPY OF MORGAN COUNTY EMERGENCY PLAN ON EACH BUS

**Eastern Panhandle Instructional Cooperative
VEHICLE ACCIDENT REPORT**

Read Carefully, Fill Out Completely and Return the Original to the EPIC Office

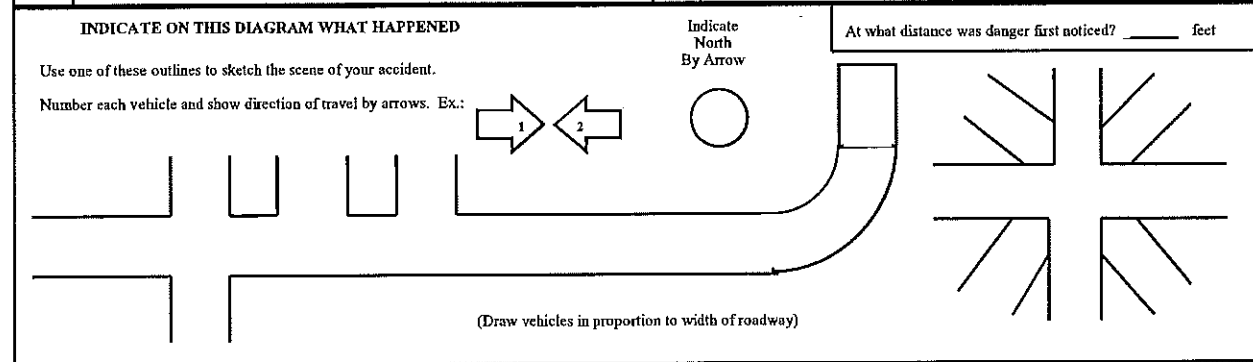
T I M E	Date of Accident: _____ 20____		Hour: ____ AM ____ PM					
	Day of Week: _____							
L O C A T I O N	<input type="checkbox"/> CITY <input type="checkbox"/> RURAL		PLACE WHERE ACCIDENT OCCURRED					
	County: _____		City or Town: _____					
	ROAD ON WHICH ACCIDENT OCCURRED: _____ <i>(Give name of street or highway number (US or Street))</i>							
	<input type="checkbox"/> AT IT'S INTERSECTION WITH: _____ (Name of intersecting street or highway number) OR <input type="checkbox"/> NOT AT INTERSECTION <i>(Check and complete one)</i>		_____ feet of _____ north-south _____ feet east-west					
				Circle Damaged Areas  Asterisk (*) - Point of Initial Impact				
D R I V E R	VEHICLE NO 1—EPIC OWNED		VEHICLE 2					
	_____ _____ _____ _____ Odometer reading of vehicle at accident scene _____		Driver's Name _____ Address _____ City and State _____ Phone Number _____ Driver's License _____ Insurance Name: _____ Policy #: _____ <i>(if vehicle driven by other than owner)</i> Owner's Name: _____ Address: _____ City and State: _____					
V E H I C L E S	VEHICLE NO 1—EPIC OWNED		VEHICLE NO 2					
	Make _____ Year _____ #: _____ State _____ Tag _____ _____ _____		Type of Vehicle _____ VIN _____ Vehicle _____ Describe Vehicle Damage _____ _____					
I N J U R I E S		Name	Address	Age	Sex	Injured	Hospitalized	Killed
	Driver							
	Passenger(s)							
	Other							
W I T N E S S E S	NAME		ADDRESS		REMARKS			
Law Enforcement Agency Investigating: _____ (Attach copy of Police Report to this Vehicle Accident Report if Applicable)								
						Was citation issued: ____ Yes ____ No		

TURN THE PAGE—COMPLETE BOTH SIDES

M O V E M E N T	VEHICLES	PEDESTRIAN	PASSENGER
	1 2 <input type="checkbox"/> Going straight ahead <input type="checkbox"/> Meeting in curve <input type="checkbox"/> Passing <input type="checkbox"/> Entering intersection <input type="checkbox"/> Being passed <input type="checkbox"/> Making right turn <input type="checkbox"/> Making left turn <input type="checkbox"/> Pulling from curb or loading zone <input type="checkbox"/> Pulling into curb or loading zone <input type="checkbox"/> Backing <input type="checkbox"/> Stopped in traffic lane _____ (Specify other) (Specify other e.g. slowing or stopping/parked/hit in rear/changing lanes, sideswipe-opposite way/head-on into opposite lane/skidding/U-turning/merging/non-collision/struck fixed object)	<input type="checkbox"/> Walking with traffic <input type="checkbox"/> Walking against traffic <input type="checkbox"/> Coming from behind parked vehicle <input type="checkbox"/> Crossing at intersection <input type="checkbox"/> Crossing not at intersection <input type="checkbox"/> Alighting from a vehicle <input type="checkbox"/> Working in roadway <input type="checkbox"/> Playing in roadway <input type="checkbox"/> Not on pavement _____ (Specify other)	<input type="checkbox"/> Boarding vehicle <input type="checkbox"/> Alighting from vehicle <input type="checkbox"/> Caught in doors <input type="checkbox"/> Seated <input type="checkbox"/> In motion inside vehicle <input type="checkbox"/> Crossing roadway to bus <input type="checkbox"/> Crossing roadway from bus _____ (Other—describe) <input type="checkbox"/> NUMBER PASSENGERS ON BOARD

C O N D I T I O N S	DRIVERS AND PEDESTRIAN	VEHICLES	WEATHER	ROADWAY
	1 2 PED <input type="checkbox"/> Influenced by alcohol <input type="checkbox"/> Asleep or fatigued <input type="checkbox"/> Sick <input type="checkbox"/> Influenced by medication <input type="checkbox"/> Not known	1 2 <input type="checkbox"/> Defective brakes <input type="checkbox"/> Defective steering <input type="checkbox"/> Defective lights <input type="checkbox"/> Defective tires <input type="checkbox"/> No defects _____ (Specify other)	<input type="checkbox"/> Clear <input type="checkbox"/> Raining <input type="checkbox"/> Snowing <input type="checkbox"/> Sleeting <input type="checkbox"/> Fog _____ (Specify other)	<input type="checkbox"/> Paved <input type="checkbox"/> Under repair <input type="checkbox"/> Holes or ruts <input type="checkbox"/> Slippery <input type="checkbox"/> Muddy <input type="checkbox"/> Icy or snowy <input type="checkbox"/> No defects

C O N T R I B U T I N G F A C T O R S	OPERATORS	V E H I C L E S P E E D	VEHICLES
	1 2 <input type="checkbox"/> Did not have right-of-way <input type="checkbox"/> Following too closely <input type="checkbox"/> Failure to signal intentions <input type="checkbox"/> Speed too fast for conditions <input type="checkbox"/> Improper passing <input type="checkbox"/> Improper turning <input type="checkbox"/> Disregarded traffic signs or signals		1 2 <input type="checkbox"/> Improper backing <input type="checkbox"/> Improper traffic lane <input type="checkbox"/> Improper parking <input type="checkbox"/> Lack of tire chains _____ (Specify other)



DRIVERS ACCOUNT OF ACCIDENT: _____

(Refer to vehicles by number)
 Use this space for listing additional injured persons. Also explain questions not fully answered by checking in the boxes provided.
 (If more space is needed use another form or sheet of paper the same size.)

_____ I could have avoided the accident
 Accidents involved in this year: _____

_____ I could not have avoided the accident
 Total accidents for all years: _____

Suggestions for PREVENTING future accidents of this type: _____

Driver's Signature

EPIC Administrator's Signature

EPIC Head Start/Pre-K Accident Release Form Procedure

If you are involved in an accident and a Parent/Guardian arrived, please enlist their help. If they insist on taking their child, please have them sign this form.

NO other friend or relative may take the child.

EPIC Head Start/Pre-K Accident Release Form

I _____ am taking my child _____ from the scene of the accident on _____. I realize that my child has not been seen by the emergency medical services. I take responsibility to seek medical care for my child.

Signature Parent/Guardian: _____

Date: _____

EPIC

Transportation Employees Alcohol and Controlled Substance Policy

Section 1.0 Introduction

EPIC has a vital interest in maintaining a safe, healthy and efficient environment for its employees. Likewise, EPIC is committed to children, parents and the general public to operate its facilities safely and prudently. Consistent with these interests and according to the regulations promulgated by the United States Department of Transportation, Federal Highway Administration, pursuant to the Omnibus Transportation Employee Testing Act of 1991, EPIC has adopted and implemented this Transportation Employees Alcohol and Controlled Substance Policy. This Policy creates obligations and requirements over and above those articulated by the EPIC Drug-free Workplace Policy.

Section 2.0 Purposes

- 2.1 The purposes of the Transportation Employee Alcohol and Controlled Substance Policy are as follows:
- (A) To establish and maintain a healthy and safe working environment for all of the employees of EPIC;
 - (B) To ensure the reputation of EPIC and its employees as good, responsible citizens;
 - (C) To reduce the possibility of accidental injury to persons or property;
 - (D) To reduce absenteeism, tardiness, and indifferent job performance.

Section 3.0 Definitions

- 3.1 Accident means:
- (A) An occurrence involving a motor vehicle owned by or leased to EPIC while operating on a public road, street, or highway that results in:
 - (1) a fatality;
 - (2) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - (3) one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle;

- (4) the driver receives a citation under state or local law for a moving traffic violation arising from the accident.
- (B) An occurrence involving a transportation employee that results in:
 - (1) a fatality;
 - (2) bodily injury to a person who, as a result of the injury immediately receives medical treatment away from the scene of the accident.
- 3.2 Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.
- 3.3 Alcohol Concentration (or Content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters or breath as indicated by an evidential breath test.
- 3.4 Alcohol Use means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.
- 3.5 Controlled Substance has the meaning such term has under section 102(6) of the Controlled Substance Act (21 U.S.C. 802(6) and includes all substances listed on schedules I through V of 21 C.F.R. part 1308 and West Virginia Code 60A-2-201 through 213, as they may be revised from time to time.
- 3.6 Commercial Motor Vehicle has the same meaning such term has under 49 C.F.R. 382.107.
- 3.7 DOT means the Department of Transportation.
- 3.8 Driver has the same meaning such term has under 49 C.F.R. 382.107, and includes any person employed by EPIC who operates a commercial motor vehicle including, but not limited to, the following persons employed by EPIC: bus operator, substitute bus operator, home visitors with bus driver certification, school bus supervisors who hold a CDL, employees of EPIC who are required to hold a CDL to perform their jobs. For the purposes of pre-employment/pre-duty testing only, the term driver includes a person applying to EPIC to drive a commercial motor vehicle. For the purpose of post-accident testing only, the term driver includes any employee who operates a vehicle owned or leased by EPIC.
- 3.10 Performing (a safety-sensitive function) means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately able to perform any safety-sensitive function.

- 3.11 Safety-sensitive function has the same meaning such term has under 49 C.F.R. 382.107 and includes time spent waiting to be dispatched, time spent inspecting equipment or otherwise inspecting, servicing or conditioning any commercial motor vehicle, all driving time, all time spent in or upon any commercial motor vehicle, all time spent loading or unloading a commercial motor vehicle or attending a vehicle being loaded or unloaded, and all time spent repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.
- 3.12 Substance abuse professional or SAP means a licensed physician or a licensed or certified psychologist, social workers, employee assistance professional or addiction counselor with knowledge or and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Section 4.0 Policy

4.1 Prohibitions Relating to Alcohol

- (A) All drivers are prohibited from reporting to duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.
- (B) All drivers are prohibited from being on duty or operating a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.
- (C) All drivers are prohibited from using alcohol while performing safety-sensitive functions.
- (D) All drivers are prohibited from performing safety-sensitive functions within four hours after using alcohol.
- (E) All drivers required to take a post-accident alcohol test pursuant to section 5.2 of the Policy are prohibited from using alcohol for eight hours following the accident, or until he undergoes a post-accident alcohol test, whichever occurs first.

4.2 Prohibition Relating to Controlled Substances

- (A) All drivers are prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except under the following circumstances:
 - (1) the use is pursuant to the instructions of a physician who has advised the driver that the controlled substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle; and

- (2) the driver has notified EPIC, in advance, of any such therapeutic drug use.
 - (B) All drivers are prohibited from reporting for duty, remaining on duty or performing a safety-sensitive function, if the driver tests positive for controlled substances.
- 4.3 No driver shall refuse to submit to any alcohol or controlled substances test required by section 5.1 through 5.6 of this Policy. Any driver who refuses to submit to such tests shall be prohibited from performing safety-sensitive functions, and shall be subject to section 4.4 of this Policy.
- 4.4 Compliance with this Policy is a condition of employment with EPIC. Any driver who violates any provision of this Policy or whose required alcohol or controlled substances test precludes them from meeting the requirements of this Policy shall be removed from the performance of safety-sensitive functions. In addition, the EPIC Executive Director shall initiate proceedings to terminate the employment of any driver who violates any provision of this Policy or whose required alcohol or controlled substances test precludes them from meeting the requirements of this Policy.

Section 5.0 Required Alcohol and Controlled Substances Testing

5.1 Pre-employment Testing

- (A) Prior to the first time a driver performs safety-sensitive functions, the driver shall be required to undergo testing for alcohol and controlled substances.
- (B) No driver shall be permitted to perform safety-sensitive functions unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.02 and has

received a controlled substance test resulting from the medical review officer indicating a verified negative test result.

5.2 Post-accident Testing

- (A) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver shall be tested for alcohol and controlled substances if:
 - (1) the surviving driver was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life;

- (2) the surviving driver receives a citation under state or local law for a moving traffic violation arising from the accident.
 - (3) the accident resulted in bodily injury to a person who, as a result of the injury, immediately receives medial treatment away from the scene of the accident.
 - (4) one or more motor vehicles incurred disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.
- (B) If a post-accident alcohol test is not administered within two hours following the accident, EPIC shall prepare and maintain on a file a record stating the reasons the test was not promptly administered. If a post-accident alcohol test is not administered within eight hours following the accident, EPIC shall cease attempt to administer an alcohol test and shall prepare and maintain the same record.
 - (C) If a post-accident controlled substance test is not administered within 32 hours following the accident, EPIC shall cease attempts to administer a controlled substance teat and shall prepare and maintain on file a record stating the reasons the test was not promptly administered.
 - (D) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by EPIC to have refused to submit to testing.
 - (E) A driver who is subject to post-accident testing shall, as soon as practicable following an accident involving a commercial motor vehicle take the following action: (1) by telephone contact the Drug and Alcohol Testing Vendor, as designated by EPIC; (2) report to the designated location for testing; and (3) notify his supervisor of the accident.
 - (F) The results of a breath or blood test for the use of alcohol or a urine test for the use of controlled substances conducted by federal, state or local officials having independent authority for the test shall be considered to meet the requirements of the Policy regarding post-accident testing, provided that such tests conform to applicable federal, state or local requirements and that the results of the tests are obtained by EPIC.

5.3 Random Testing

- (A) Drivers shall be tested for alcohol or controlled substances at various times on an unannounced, random basis.

- (B) Consistent with applicable federal regulations (49 C.F.R. 382.305), the minimum annual percentage rate for random alcohol testing shall be 25 percent of the average number of driver positions.
- (C) Consistent with applicable federal regulations (49 C.F.R. 382.305), the minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions of such other percentage rate is published by the DOT Federal Highway Administration in the Federal Register.
- (D) The selection of drivers for random alcohol and controlled substances testing shall be made by the scientifically valid method of a computer-based random number generator that is matched with drivers' Social Security numbers.
- (E) A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

5.4 Reasonable Suspicion Testing

- (A) Drivers shall be required to submit to an alcohol test when EPIC has reasonable suspicion to believe that the driver has violated the prohibitions of sections 4.1(A), 4.2(C), 4.1(D) and/or 4.1(E) set forth above.
- (B) Drivers shall be required to submit to a controlled substances test when EPIC has reasonable suspicion to believe that the driver has violated the prohibitions of sections 4.2(A) and/or 4.1(B) set forth above.
- (C) EPIC's determination that reasonable suspicion exists to require the driver to undergo an alcohol or controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.
- (D) The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or EPIC official who is trained in accordance with section 8.1 of this Policy. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.
- (E) Reasonable suspicion alcohol testing is authorized only if the observations required by section 5.4(C) are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this Policy. A driver may be directed by EPIC to undergo reasonable suspicion alcohol testing

only while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

- (F) If a reasonable suspicion alcohol test is not administered within two hours following the observations required by section 5.4(C) of this Policy, EPIC shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight hours following the observations required by section 5.4(C) of this Policy, EPIC shall cease attempt to administer an alcohol test and shall prepare and state in the record the reasons for not administering the test.
- (G) Notwithstanding the absence of a reasonable suspicion alcohol test under this section, all drivers are prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall an employer permit the driver to perform or continue to perform safety-sensitive functions, until:
 - (1) an alcohol test is administered and the driver's alcohol concentration measures less than 0.02.
- (H) Except as provided by section 5.4(G) of this Policy and/or by any independent authority, EPIC shall take not action against a driver based solely on the driver's behavior and appearance, with respect to alcohol use in the absence of an alcohol test.
- (I) A written record shall be made of the observations leading to a controlled substance reasonable suspicion test, and signed by the supervisor or EPIC official who made the observations, within 24 hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.

Section 6.0 Testing Procedures

- 6.1 All alcohol and controlled substances testing conducted pursuant to this policy shall comply with the procedures promulgated by DOT and set forth in 49 C.F.R. part 40, as they may be revised from time to time.
- 6.2 Alcohol Testing Procedures
 - (A) All alcohol testing conducted pursuant to this policy shall be conducted by a trained breath alcohol technician (BAT) who shall utilize only an evidential breath testing devise (EBT) approved by the National Highway Traffic Safety Administration.

- (B) A BAT-qualified supervisor of a driver may conduct the alcohol test for the driver only if another BAT is unavailable to perform the test in a timely manner.
- (C) Alcohol testing shall be conducted in a location that affords visual and aural privacy to the driver being tested, sufficient to prevent unauthorized persons from seeing or hearing test results.
- (D) The breath alcohol testing form promulgated by DOT shall be used for all alcohol testing without modification.
- (E) Blood alcohol testing shall be conducted only under such circumstances as may be permitted under future DOT regulations.

6.3 Controlled Substances Testing

- (A) Controlled substances testing shall be conducted by way of the split sample method of urine collection. After the driver being tested has provided a urine sample of at least 45 ml, the sample must be split into two specimen bottles to be shipped in a single shipping container, together with the chain of custody form, to a DHHS-certified laboratory for analysis.
- (B) EPIC and the certified laboratory shall develop and maintain clear and well-documented procedure for collection, shipment and accessing of urine specimens, including an appropriate chain of custody form. Handling and transportation of urine specimens from one authorized individual or place to another shall always be accomplished through chain of custody procedures.
- (C) It is recognized that EPIC has the right to request that the personnel administering urine collection take such steps as are necessary to detect tampering or substitution while maintaining individual privacy. If it is established that a driver's specimen has been intentionally tampered with or substituted by the driver or someone on his behalf, the driver will be subject to discharge.
- (D) The result of the certified laboratory analysis is reviewed by a medical review officer (MRO), who is a licensed physician responsible for receiving laboratory results generated by this Policy and who has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and other relevant biomedical information.
- (E) If the test result of the primary specimen is positive, the driver may request that the MRO direct that the split specimen be tested in a different DHHS-certified

laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen. The MRO shall honor such a request if it is made within 72 hours of the driver having been notified of a verified positive test result. Action required by this Policy as the result of a positive drug test (e.g., removal from performing safety-sensitive functions) is not stayed pending the result of the test of the split specimen. If the result of the test of the split specimen fails to reconfirm the presence of the drug(s) found in the primary specimen, the MRO shall cancel the test and report the cancellation and the reasons for it to the DOT, EPIC and the driver.

Section 7.0 Handling of Test Results, Record Retention and Confidentiality

7.1 EPIC shall maintain records of its alcohol misuse and controlled substance use prevention programs as provided below. Such records shall be maintained in a secure location with controlled access.

7.2 Record Retention

(A) Five year retention. The following records shall be maintained for minimum of five years.

(1) records of driver alcohol test results with results indicating an alcohol concentration of 0.02 or greater;

(2) records of driver verified positive controlled substances test results;

(3) documentation of refusals to take required alcohol and/or controlled substances tests;

(4) calibration documentation;

(5) driver evaluation and referrals; and

(6) a copy of each annual calendar year summary.

(A) Two year retention. Records related to the alcohol and controlled substances collection process and training shall be maintained for a minimum of two years.

(B) One year retention. Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02 shall be maintained for minimum of one year.

7.3 EPIC shall prepare and maintain an annual calendar year summary of the results of its alcohol and controlled substances testing programs performed pursuant to this Policy and in accordance with 49 C.F.R. 382.403.

7.4 Except as required by law or this Policy, EPIC shall not release driver information that is contained in records required to be maintained under section 7.2 of this Policy. A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.

7.5 EPIC must obtain, pursuant to a driver's written consent, any of the information concerning the driver that is maintained under an alcohol and controlled substances testing policy by the driver's previous employers. Such information must be obtained and reviewed by the EPIC no later than 14 calendar days after the first time a driver performs safety-sensitive functions. The release of any information under this part may take the form of personal interviews, telephone interviews, letters, or any other method of obtaining information that ensures confidentiality. EPIC shall maintain a written, confidential record with respect to each past employer contacted.

Section 8.0 Training

8.1 EPIC shall ensure that persons designated to determine whether reasonable suspicion exists to require a driver to undergo testing pursuant to section 5.2(C) of this Policy shall receive at least 60 minutes of training on alcohol misuse and receive an additional 60 minutes of training on controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuses and use of controlled substances.

Complete twice monthly **EPIC Head Start / Pre-K**
Emergency Equipment Checklist for Buses

	36 Unit First Aid Kit	Non-Mercury Thermometer	Scissors	Tweezers	Gloves	Poison Control Number	Seat Belt Cutters	Fire Blanket	Emergency Evac. Diagrams	Sealed Bottle of Water	Body Fluid Clean-Up	Fire Extinguisher	Pencil/Paper	Initial / Date
August														
August														
September														
September														
October														
October														
November														
November														
December														
December														
January														
January														
February														
February														
March														
March														
April														
April														
May														
May														

School year _____ Bus # _____ Driver _____

Site location(s) transported to: _____ Site phone #'s: _____

Site address: _____

**EPIC HEAD START / PRE-K
BUS DRIVER EVALUATION / RIDE-ALONG REPORT**

DATE: _____ **DRIVER:** _____ **BUS#** _____

CDL Driver's License # _____ Expiration Date _____

Current WV Certification Card: YES NO Current First Aid/CPR: YES NO

Pre-trip time A.M. _____ Post trip time A.M. _____
Pre-trip time P.M. _____ Post trip time P.M. _____

Preliminary Inspection

	Satisfactory	Needs Improvement	Unsatisfactory	Comments
Pre-trip performed accurately & sufficient time (15-20 minutes)				
Cleanliness of bus (check under all seats)				

Emergency Equipment

Fire extinguisher (charged & card signed)				
First Aid kit (36 unit & mounted)				
Body fluid kit (complete & mounted)				
(2) Seat belt cutters (proper locations & mounted)				
Fire Blanket (mounted)				
Emergency forms				
First Aid Checklist being completed 2x's month				

Communication

Knowledge of Head Start/Pre-K Bus Manual and WV School Bus Policy (4336)				
Communicates with parents				
Driver/Parents adhering to rules				
Communicates well with Bus Aide				

Driving

Punctuality on route				
Bus route set-up economically				
Bus route safe (including stops)				
Compliance with driving rules				
Proper use of air brakes				
Proper signaling				
Proper use of loading lights				

Follows proper procedure at railroad crossing				
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Bus Driver Ride-Along Report

	Satisfactory	Needs Improvement	Unsatisfactory	Comments
Follows posted speed limit				
Follows proper procedure loading/unloading during route				
Follows proper procedure loading/unloading at sites				
Ability to adapt to changing driving conditions				
Adheres to all safety procedures including releasing to only authorized adult				
Post trip (5 minute minimum)				

Paperwork

Completes required paperwork				
Proper notebooks on bus (review & sign front cover sheet)				
Accuracy and punctuality of forms				

Required Items Posted on Bus

Registration Card posted				
Insurance Information posted				
County Evacuation Plan posted				
Bus Evacuation Picture posted				
Student Code of Conduct posted				
Regulations for Student Transportation posted				
Emergency phone numbers posted				

Additional Comments: _____

 Driver Signature

 Date

 Supervisor's Signature

 Date

EPIC HEAD START/PREKINDERGARTEN

BUS AIDE EVALUATION

Date of evaluation: _____ Name: _____

Bus # _____ Name of Driver: _____

Current First Aid/CPR: YES NO

	Satisfactory	Needs Improvement	Unsatisfactory	Comments
Reliability: Rides on assigned days and is on time.				
Communicates in a positive manner with driver, parents and children.				
Assist driver with daily routines, cleaning and sanitizing of the bus seats as requested.				
Assist driver in maintaining a safe environment.				
Limits discussions with the driver.				
Adheres to bus rules & safety procedures including releasing children to only authorized adults.				
Proper harnessing of children.				
Ensures that children are taught and follow bus rules.				
Properly oversees children during run by keeping children quietly occupied with songs, stories, vocabulary words and conversations.				
Uses appropriate and varied discipline, (redirection, instruction, and proximity).				
Assist driver at railroad crossing.				
Completes attendance sheets properly.				
Follows Head Start dress code guidelines.				
Maintains confidentiality.				
Follow EPIC and Head Start/Pre-K policies and procedures.				
Keeps personal phone in pocket or bag while on the job.				

Comments:

Bus Aide Signature _____ Date _____

Supervisor Signature _____ Date _____

EPIC HEAD START/PRE-K INCLEMENT WEATHER GUIDELINES

The Head Start/Pre-K program will not operate any day on which public schools are closed in that county due to weather conditions.

In the event of school delays:

1. **Full Day Classes:** If the public schools have a two-hour delay, Head Start classes will begin two hours later (example: 10:00 a.m. instead of 8:00 a.m.).
2. **Early Dismissal:** If the public schools announce an early dismissal, Head Start/Pre-K children will be dismissed at least two hours early.

Keep parents informed if bus schedules are changed. Staff should be prepared to ride in an emergency.

Procedures Prior To Any Emergency: Prior to being involved in any emergency situation, whether it is a crash, first aid or weather related; it is important that basic procedures are in place and practiced. Best practice suggestions:

- Each school bus carries an up-to-date roster of passengers.
- Each school bus carries an up-to-date contact list for supervisory staff.
- The location and operation of fire extinguisher.
- The location of first aid kit.
- The location and operation of communication equipment (cell phone).

DRIVING UNDER ADVERSE WEATHER CONDITIONS

Make sure you keep abreast of weather reports and understand certain terms.

1. **Advisory** – highlights special hazardous weather conditions that are less serious than those described by a “warning”. Advisories are used for a weather event that may cause significant inconvenience and, if caution is not exercised, could lead to threatening life and/or property.
2. **Watch** – alerts the public to the **possibility** of severe weather or some other hazardous weather element. Intended to provide enough lead time so that individual who need to implement plans can do so.
3. **Warning** – warns the public that a hazardous weather element is imminent or has a very high probability of occurring. A warning indicates that appropriate precautions should be taken immediately.

Precautionary Measures for Driving in Inclement Weather – Snow, Ice, Rain, Fog

1. **SLOW DOWN:** This is the most important thing to remember when driving in adverse weather.
2. If ice or snow is visible and accumulating, bus drivers are required to use chains. (Make sure that chains and tighteners have been checked prior to the onset of winter.)
3. Drive well to the right hand edge of the road.
4. Watch side roads closely for entering traffic.
5. Watch for stalled or parked vehicles obstructing traffic lanes.
6. Watch for accidents that obstruct traffic lanes.
7. Avoid sudden stops. Hard braking could put the bus into a skid. Signal stops by tapping brake pedal to make the brake lights blink.
8. Beware of patches of wet leaves and smooth blacktop surfaces.
9. In fog, use windshield wipers and defroster continuously.
10. In fog, haze, rain, snow or over cast, drive with head lights on low beam.
11. Approach hilltops cautiously, be able to stop for any emergency and to take evasive action if vehicles coming from opposite direction lose control.

12. Avoid locating stops where approaching motorist might be taken by surprise.
13. Railroad crossings – extra caution: Warning devices might be affected by weather.

Tornado Procedure:

Tornado Watch: Means tornadoes are possible in your area; remain alert for approaching storms.

Tornado Warning: Means a tornado has been sighted or indicated by weather radar.

1. Prior to the threat of severe weather the responsibility of the school bus driver:
 - Is to be thoroughly familiar with all roads adjoining their route in the event they are needed to seek shelter.
 - Has pre-determined shelter options (buildings, schools, businesses, homes) along various parts of the route should evacuation be necessary. In emergency situations most people will offer shelter when asked.
 - Is to know the difference between a tornado watch and a tornado warning (noted above).
2. Transportation supervisors and school bus drivers are to routinely monitor weather reports for the prediction of severe weather or announcements of weather advisories. Once en route the program shall have a means to communicate this information to the school bus driver.
3. When a 'tornado watch' is issued a school bus driver is to be prepared for a sudden change in weather condition and alert for the appearance of violent wind, rain, hail, or a funnel shaped cloud.
4. When a 'tornado warning' is issued, a school bus driver is to promptly seek shelter for the passengers.
 - If the warning is announced at or near the dismissal of school the children are to remain in the building in a designated safe area.
 - If the warning is announced while en route a school bus driver is to go to a pre-identified shelter or building closest to their current location depending on the immediacy of the tornado threat.
 - If caught in the direct path of a tornado or one is sighted and pre-identified shelter is not accessible the school bus driver is to:
 - Stop and evacuate the passengers. Do not attempt to 'out run' the tornado. Do not remain on the school bus. Call supervisory staff and advise them of your situation, your exact location and the number of children.
 - Seek safety in a below ground level area, such as a ditch, ravine, or depression in a location that is: 1) away from the bus; and 2) where practical on the side of the road without power lines, utility poles, trees etc.
 - **Do Not Use** above ground locations for shelter. (e.g., road or bridge over passes)
 - Instruct passengers to lie flat face down and to protect their head by using a jacket, other clothing, or their hands and arms. Advise passengers to 'not sneak a peek' at the tornado.
5. After the emergency:
 - Account for all passengers, check for injuries, and provide first aid if needed. Obtain medical attention if needed.
 - Call supervisory staff to advise them of your situation.
 - Before leaving a shelter or the immediate area if out in the open the bus drivers should monitor the local sky for a few minutes in the direction the tornado came from to ensure a second tornado does not follow a similar path.
 - Be alert for continued storm activity, downed power lines, ruptured gas lines, or structural damage to trees, buildings, roads and bridges.

School Bus Preventive Maintenance & Repair Request Form
EPIC Head Start/Pre-K/EHS
109 S. College Street
Martinsburg, WV 25401
Phone: 304-267-3595 Fax: 304-267-3599

Date _____

Bus #: _____ Driver's Name: _____ of Request: _____ Mileage _____

Request for Preventive Maintenance: (place a check mark in appropriate space)

_____ Request for 60 Day Inspection – Date inspection due: _____

_____ Request for BPM – Mileage service due: _____

1. In the columns provided below, enter the appropriate inspection codes for each mechanical issue found:
X – Questionable O – Defective.
2. If (X) or (O) is entered for any item, please explain in the comments section. **IF THERE ARE ANY SIGNS OF PROBLEMS, NOTIFY OFFICE IMMEDIATELY.**

ENGINE COMPARTMENT	FUEL CAP & CHAIN	DRIVER AREA
BELTS/HOSES	ENTRANCE DOOR	WARNING LIGHT INDICATORS
ENGINE MOUNTS – FRONT/REAR	STOP SIGN	DEF FLUID
OIL LEVEL	REFLECTORS	HORN
RADIATOR COOLANT LEVEL	EXHAUST SYSTEM	FUEL GAUGE
POWER STEERING FLUID LEVEL	DRIVE SHAFT	AIR GAUGE
TRANSMISSION FLUID	BRAKE COMPONENTS	OIL GAUGE
WINDSHIELD WASHER FLUID LEVEL	MUD FLAPS	WATER TEMP. GAUGE
FLUID LEAKS	OUTSIDE CHECK FRONT/REAR	VOLTMETER
LOOSE WIRES, HOSES	CROSSING ARM	WINDSHIELD WIPERS/WASHER
RADIATOR	WINDOWS	DEFROST/HEATER FANS
WATER PUMP/FAN	ALTERNATING FLASHING LIGHTS	INTERIOR LIGHTS
ALTERNATOR	TURN SIGNALS	HIGH BEAMS
AIR-A/C COMPRESSOR(S)	WINDSHIELD	CLUTCH (IF EQUIPPED)
STEERING SHAFT/STEERING BOX	EMERGENCY DOOR	4-WAY FLASHER INDICATORS
PITMAN ARM	CROSSOVER MIRRORS	LOADING LIGHT INDICATORS
DRAG LINK	TAILPIPE	SPEEDOMETER/TACH
STEERING ARM	HEADLIGHTS	AIR BRAKE TEST
TIE ROD	BRAKE & TAIL LIGHTS	OTHER:
SPRINGS & MOUNTS	DIFFERENTIAL	
SHOCKS	AIR BAGS	
ALL BRAKE COMPONENTS	INTERIOR	
TIRES, VALVE STEMS, CAPS	FIRE EXTINGUISHER	
RIMS, LUG NUTS, SEALS	FIRST AID/BODY FLUID KITS	
MUD FLAPS	SEAT FRAMES/CUSHIONS	
OUTSIDE CHECK RIGHT/LEFT	ROOF HATCH(ES)	
CONVEX/REAR VIEW MIRRORS	EMERGENCY DOOR LATCH/BUZZER	
TIRES/WHEELS/STEMS/CAPS	SEAT BELTS/HARNESS/STRAPS	
WINDOWS	SERVICE DOOR/STEPS/HANDLE	
BATTERY COMPARTMENT	EMERGENCY WINDOWS/BUZZER	
CLEARANCE LIGHTS	WHEELCHAIR LIFT (IF EQUIPPED)	

DRIVER'S COMMENTS: _____

DRIVER'S SIGNATURE: _____ DATE: _____

MECHANIC'S COMMENTS: _____

____ ABOVE MECHANICAL ISSUES HAVE BEEN CORRECTED

____ NO DEFECTS FOUND

MECHANIC'S SIGNATURE: _____ DATE: _____

**EPIC Head Station e-K/EHS
PRE-TRIP INSPECTION REPORT (MONTHLY)**

Bus # _____ Driver's Name _____ Month _____ Year _____
 Starting Mileage _____ Ending Mileage _____ Total Mileage _____ Mileage Next Oil Change _____
 Mileage _____ Mileage _____ Mileage _____ Oil Change _____

Date Next 60 Day Inspection _____ Date & Location of Emergency Evacuations Drills _____

Day of Week/ Date	Pre-trip Completed (Initials)			Post trip Completed (Initials)			Mechanical Issues Reported (Initial only if reported)	Gallons of Fuel	Quarts Of Oil Added	Anti- freeze Added	#of Runs	#of Children	#of Staff
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
	AM	MID	PM	AM	MID	PM							
Totals													

This form accurately reflects the results of a pre-trip and post trip inspection performed by ME on EACH DAY indicated.

Driver's Signature: _____ Date: _____

Step by Step Pre-trip Procedure ****any mechanical problems must be reported on the Bus Maintenance & Repair Form***

Vehicle Overview

General Condition
Damage/Vandalism
Leaning
Leaks Under Bus
Objects Under Bus
Area Around Bus
Fuel Tank & Cap
Battery Box

Front of Bus Condition

Windshield
Loading Lights
Clearance Lights
Left & Right Turn Signal,
Cowl & Fender
Head Lights & Parking Lights
Crossing Gate Boot & Cable
Bumper/Tow Hooks
Cross View Mirrors

Engine Compartment

Hood Safety Latch & Cable
Excessive Oiliness
Missing or Loose Parts/Fan etc.
Engine Oil Level
Hoses/Wiring/Air Lines
Belts
Coolant Level
Water Pump
Air Compressor/Belt or
Gear Driven
Transmission Fluid
Washer Fluid
Alternator
Power Steering Pump
Power Steering Fluid
Steering Shaft
Steering Box
Pitman Arm
Drag Link
Steering Arm
Tie Rod
Frame
Springs & Mounts
Shock Absorber, Bushings

& Leaks
Brake Hoses
Brake Chambers
Slack Adjusters
Brake Drums
Brake Linings
Tires, Wear/cond./Tread
Depth
Valve Stems & Caps/Inflation
Rims
Lug Nuts
Seal Inner/Outer
Mud Flap

Outside Check – Right/Left

Left/Right Side Signal
Clearance Lights
Reflect, Emer. Window/Identif.
Mirrors
Frame
Drive Shaft, U Joints, Safety Loops
Chains, Straps, Wire
Tires Inner & Outer, Wear &
Tread Depth
Inflation/Valve Stems & Caps
Rims
Lug Nuts
Axle Seal Inside/Out
Brakes Hoses
Brake Chambers
Slack Adjusters
Brake Drums
Brake Linings
Spring/Mounts
Shocks
Exhaust System
Stop Sign Lights, Boot
& Cable
Mud Flaps

Rear of Bus Condition

Clearance Lights
Loading Lights
Tail Lights/Brake
Reflectors
License Plate & Lights

Left/Right Turn Signal
Emergency Door & Instructions
Operation of Door & Prop
Look for Foreign Objects Under
Seats
Automatic Chains
Frame/Bumper
Air Bags
Differential for Leaks
Back up Lights

Entrance Area

Hand Rail Secure
Step well Light
Steps & Tread
Door/Glass

Driver Area Check

Fire Extinguisher
Reflective Triangles
First Aid/Body Fluid Kit
Seat Belt Cutter
Driver Seat Belt
Spare Fuses
Video System, Secure & Lights
Windshield, Cracks, Obstructions
DMV Sticker/Dept. of Educ.
Schedules/Rules/Code/Paper Wk.
Check & Adjust Seat
Check & Adjust Mirrors
Sun Visor/Over Head Mirror
Washers/Wipers high & low
Heaters/Defrosters high & low
Dome Lights
Check Steering/Horn
Check operation of service door/controls

Engine Start

Depress Clutch/check free play
Check Gearshift Travel & Pattern
Unusual Noises

Check Gauges

Oil Pressure/alerts
Ammeter/Volt Meter
Fuel, enough for trip

ABS
Water Temp.
Air Pressure

Passenger Area Check

Check Seat Frames/Bottoms/Front/Back
Of Seats
Vandal Lock/Child Minder
Emergency Door/Windows/Roof Hatches
Instructions & Buzzers

Light Function Check

Head Lights high/low/indicator
Right/Left/Front/Back/Side signals
4 Way Hazards
Park Lights L/R/F/R
Clearance Lights
Amber Loading Front/Rear/Indicator
Red Loading Front/Rear/Indicator
Brake Lights
Backup Lights/Alarm
Strobe Light/Indicator
Step Well Light
Dash/Panel Lights
License Plate Light

Air Brake Check

Air Build to 120/125 PSI
Release Air Brake
2 PSI loss with foot off brake
3 PSI loss with service brake applied
Low Warning Buzzer/Light comes on by
60 PSI
Park Brake Applies between 20 to 45 PSI
Start Engine
Warning Light & Buzzer off at 60 PSI
Build from 85 to 100 PSI within 45
Seconds at Engine Idle
Governor Cut-Out at 120/125 PSI
Governor Cuts-In at 90 PSI
Pull Against Parking Brake
Test Service Brake- note any pulling to
One side