

MEMORANDUM

To: Parents who have to cross roads to load & unload
From: EPIC Head Start/Pre-K Transportation Team
RE: Crossing Procedures

The purpose of this memorandum is to reinforce proper crossing procedures. The Transportation Team at EPIC Head Start/Pre-K makes every effort to pick-up and drop-off children on the right side of the road. However, because of the geography of routes and time constraints, it is impossible to avoid stops where parents and children must cross the road in front of the bus. Please review the below safe crossing procedures.

Procedure for crossing the road: Loading & Unloading

- Remain on the side of the road by your residence.
- The driver will activate the amber lights 5-10 seconds prior to reaching the bus stop.
- The actual stop: driver will place the bus in park or neutral, set the parking brake and activate the alternating red 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.**
- Cross the road staying 10 feet from the front of the bus and 10 feet from the side of the bus as you approach the passenger loading door.
- 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, safely return to the right front bumper of the bus and stop.
- Driver will monitor the traffic and give you the signal, at which time you may go to the left front bumper of the bus and stop again.
- Driver will monitor the traffic and give you the signal at which time you may cross the road. This two signal 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: _____