

FINANCIAL & ADMINISTRATIVE REQUIREMENTS

PERFORMANCE STANDARD 1303

SUBPART A – FINANCIAL REQUIREMENTS

SUBPART B – ADMINISTRATIVE REQUIREMENTS

SUBPART C – PROTECTIONS FOR THE PRIVACY OF CHILD RECORDS

SUBPART D – DELEGATION OF PROGRAM OPERATIONS

SUBPART E – FACILITIES

SUBPART F – TRANSPORTATION

New Bus Hire Requirements

Name _____ Hire Date ____/____/____ Orientation Date ____/____/____
Site/Classroom _____ Position _____

Required Items Prior to Hire Date	Facilitator	Completed Date	Initials of Receiver	Notations
Background CIB/FBI scanned prints to include Sex Offender Registry	Operations Coordinator			
DHHR Authorization for Protective Services Clearance	Operations Coordinator			
WV CARES Eligibility Form	Oper. Coordinator			
Completed Physical Form (dated between 90 days prior & 30 days after hire date)	Operations Coordinator			
TB test neg. results copy (dated between 90 days prior & 30 days after hire date)	Operations Coordinator			
EPIC Application w/3 letters of reference	Oper. Coordinator			
High School Diploma or Official Transcripts	Oper. Coordinator			
Driver's License, Social Security card copies	Oper. Coordinator			
Required Items After Hire Date	Responsible For	Completed Date	Initials of Receiver	Notations
Emergency Contact form	Oper. Coordinator			
Signed job description(s)	Oper. Coordinator			
Confidentiality page	Oper. Coordinator			
Drug Awareness form	Oper. Coordinator			
Employee Non-Disclosure Agreement	Oper. Coordinator			
Email (if applicable)	IT			
Badge	HR			
West Va. Bus Driver Certification Card	Oper. Coordinator			
Driving Record	Oper. Coordinator			
FMSA Clearinghouse results	Oper. Coordinator			
Required Trainings	Responsible For	Completed Date	Initials of Receiver	Notations
Orientation/In-Service				
CPR/FA Yes / No Scheduled for:	H&S Specialist			
HB 4600	On line			
Active Supervision				
Child Abuse/Neglect Reporting	FA Specialist			
Universal Precautions	H&S Specialist			
Staff Handbook Items	Director or TC			
• Standards of Conduct / Social Media				
• Organization chart/Chain of Command				
• Dress Code				
• Cell phone usage/computer usage				
• Confidentiality				
• Mileage Reimbursement				
• Leave Procedure				Contact TA, Lead & Aide

Performance Standard	Financial and Admin Requirements	Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	§ 1303.71 (b) Vehicles; Emergency Equipment	
Effective Date	3/1/2024	
Revised Date		
Reviewed Date		
Responsibility	Bus Drivers, Managers, Transportation Specialist/Director	

Subject: Emergency Two-Way Radio Communications

Policy: EPIC Head Start will implement the following procedures for use of portable two-way radios in the event of an emergency. Emergencies include but not limited to; motor vehicle accidents, closed roads, bus malfunctions, sick or injured child or staff.

Procedure:

- Standards
 - EPIC Head Start's two-way radio system is tiered under the West Virginia Statewide Interoperable Radio Network (SIRN).
 - SIRN subjects all entities to FCC regulations.
- Communications
 - EPIC Head Start's dedicated channel shall be the only utilized channel.
 - Communications shall begin with a mic key followed by talking across the radio.
 - All communications start with the identity of the receiver followed by the identity of the sender. Example: "Bus 10 from Bus 2" or "Bus 24 from Morgan Base".
 - When receiving a communication respond with your identity and a go-ahead message or stand by message based on your ability to respond. Example: "Bus 2, go ahead" or "Berkeley Base, stand by".
 - Use of obscene, indecent, or profane language is prohibited.
- Daily Procedures
 - Start of Run
 - The driver will retrieve the radio labeled with their respective bus number from the multi-charger located in the designated office space.
 - The driver will ensure the radio is turned on and set to the proper channel.
 - Driver will utilize the retaining strap connected to the mobile charger to secure the radio into the base. Policy requires the radio to be secured at all times when in the mobile charger.
 - After Run
 - Assure the radio is turned off.
 - Return the radio to the multi-charger located in the designated office space.
- Emergency Use
 - The radio will remain secured in the mobile charger when not in use.
 - The radio shall not be utilized while the bus is in motion.
 - Should an emergency arise, safely pull the bus off the road and come to a complete stop before unstrapping the radio from the base.
 - Assess the emergency and evacuate if necessary. Get to a safe distance and call the county base to report the issue.
 - Specify what type of assistance is needed i.e., tow truck, ambulance, etc.
 - Give as much detail as possible on the incident that occurred.
 - Keep radio on and close by for follow up communications by driver or county base.
 - All emergencies need to be documented on the appropriate form (vehicle accident report, student/visitor accident/incident, or employee accident/incident).

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	05/2026	
Reviewed Date	05/2026	
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:

- 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
- 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.**
- 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.
 - Emergency Forms are to be filled out completely by the parent
 - No child can ride on the bus without a current emergency form.
 - An adult is required to put a child on the bus and get a child off the bus.** The adult must be listed on the emergency form.
 - 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]**
 - 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. For any New Child Added, the designated section on the passenger attendance 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.
- G. Procedures for handling accidents and emergencies are located on the individual county Emergency Plan(for bus).

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 4ways on and blow your horn to warn others near you. Having your 4way 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.

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): _____

In case of illness or injury requiring medical attention beyond basic first aid, the undersigned authorizes EPIC Head Start to call emergency services to have my child transported to the nearest hospital. It is understood that services will be obtained and I am responsible for the cost of such emergency medical care.

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/Reviewed	
			(PT 1)	(PT 2)
Signature of Legal Guardian	Date	Initials and date	Initial/Date	Initial/Date
Signature of Witness	Date	Initials and date	Initial/Date	Initial/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): _____

7/2026

EPIC Head Start/Pre-K Emergency Release

Date/Initial for any other updates-

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; For your child's safety, our program requires at least one emergency contact on file. This person will be contacted if the parent or guardian cannot be reached in urgent situations. Please ensure your contact is reliable, available during program hours and that information is kept up to date. If you have more than 2 emergency contacts, please attach information on the form available upon request. **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: _____		_____

****Total Emergency Contacts: _____

Bus Stop Change Request

(FA complete)

Add _____

Date _____

Drop _____ (FA only complete top portion)

Change _____

Transfer from classroom/site _____ to classroom/site _____

Child's name _____

Current class _____

Current Driver/Bus Stop/Address (if applicable) _____

Add/Change Request/Modification

(FA complete)

*highlight for modification

New address _____

Requested change: Morning ☐

Afternoon ☐

Full Day ☐

Modification: Begin date _____ Days attending _____ Times _____

For Office Use Only

(Lead driver complete & return to FA)

Driver(s) Notified: Yes ☐ No ☐ Name _____

New P/U & D/O Times _____

Start Date _____

Approved ☐ Denied ☐

Reason _____

Signature _____

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(d) Vehicle Operation- Driver & Bus Aide Training	
Effective Date	07/2026	
Revised Date		
Reviewed Date	05/2026	
Responsibility	Bus Drivers, Bus Aides, Lead Drivers, Director	

Subject: Driver & Bus Aide Training - Monitoring

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 for Monitoring:

- As noted in the training document of this Policy and Procedure, it is the responsibility of each lead driver to monitor:
 - During the first driving month of a new drivers' employment, additional monitoring of adherence to safety procedures, including release to only authorized adult.
 - Within the first three weeks, for all drivers, monitoring will occur in-person through a ride along.
 - Camera footage will be pulled from each bus each month from October through April and observations will be documented on review log.

Forms required: Bus Video Monitoring Tracking Log

All spaces should be completed – 4 spaces per video – Driver, Date of video, Date viewed, Comments

Lead Driver Name and Month/Year completed on each sheet

Completed sheets must be turned in to supervisor during the first week of each month.

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.

- Training** will be provided to staff annually during pre-service and at quarterly tri-county transportation meetings and staff only days scheduled throughout the year; 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 county lead drivers twice a year and through random viewing of bus camera footage. Retraining is provided on an as needed basis.

Bus Video Monitoring Tracking Log

Lead Driver _____

Month _____

Driver	Date of 1 st video	Date viewed	Comments	Date of 2 nd video	Date viewed	Comments

* Please attach additional documentation as necessary.

Performance Standard	Subpart F - Transportation	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i>  Serving the educational needs of the entire community
Subpart	§ 1303.72 (d)(e)	
Effective Date	07/2022	
Revised Date	05/2025	
Reviewed Date	04/2025	
Responsibility	Bus Drivers, Bus Aides, Lead Drivers	

Subject: Communication/Phone

Policy: All Head Start Drivers and Bus Aides must consider the safety of the children they transport, at all times. The communication procedures below are critical to ensuring transportation is safe.

Procedure:

- Each driver has a work cell phone. The purpose for these phones are: (a) to provide and receive communications to and from parents, whose children are being transported on that bus, (b) to notify the appropriate site that a child is being returned, (c) in case of an emergency or (d) any other work-related activity.
- Rules: A. Phones have already been set up for use. Do Not CHANGE PASSWORD or APPLE ID!
B. At the conclusion of the school year, phones including cord, USB connector, case, etc. must be turned into the county lead driver for storage over summer.
C. The work phone is only for work-related items and communications. NOTHING PERSONAL BELONGS on the work phone AND nothing work-related belongs on your personal cell.
D. Drivers are responsible for the condition of the phone and all other items received in connection with the phone.
E. Do Not Delete any parent communication from the work phone. Those communications are considered federal documentation and may need to be printed for documentation purposes
- Personal phones of the driver and his/her bus aide are to be on silent and tucked out of sight once the bus run has started. When the final walkthrough is completed and signed-off in the AM and in the PM, personal phones can be accessed.**

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.

- 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.

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(d) Vehicle Operation- Driver & Bus Aide Training	
Effective Date	07/2022	
Revised Date	05/2026	
Reviewed Date	05/2026	
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:

- 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. During the first driving month of a new drivers' employment, additional monitoring of adherence to safety procedures, including release to only authorized adult, will occur by the county lead driver. **Within the first three weeks, for all drivers, monitoring will occur in-person through a ride along. Camera footage will be pulled from each bus each month from October through April and observations will be documented.** Additional monitoring can occur at anytime for all drivers.
- Forms required:
 - Attendance Form-**
 - The driver will complete the top portion of the attendance sheet.
Top left: County/Site (example: JC / S Jeff. 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
 - 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.
 - 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 and reference.

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 section of the Passenger Attendance form must be completed.
- (2) This section 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.
- (3) The attendance form will be turned in to the lead driver and the lead will keep these sheets for federal documentation.

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

- (1) This form has been replaced by additions to the classroom roster form.
- (2) Driver/Bus Aide responsibilities: Each child's status on the bus should be noted on the bus attendance sheet. Upon arriving at the site, child status information MUST be shared with the teacher/asst. teacher who comes to get the children.
* The form, being completed by Ed staff, is included.

- F. Changing Address or Adding a Child** – due to potential safety issues, when a new child is being added to an existing run or a family has moved and there is a new address or child has been placed in before and after care, the driver has 3-5 working days to make that change. (example.- Change in address may require a change in bus – emergency paperwork updates – reconfiguration of pick-up/drop-off times – etc.)

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 and staff only days scheduled throughout the year; 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 county lead drivers twice a year and through random viewing of bus camera footage. Retraining is provided on an as needed basis.

Head Start Daily Roster

CODES

P (Phone Call)

F2F (Face to Face)

LM (Left Message)

NA (No Answer)

OT (Other Contact)

Classroom/Site: _____

Date: _____

Staff: _____

☐ received head count from driver # _____ # _____ # _____☐ verified head count initials _____

time _____

[illegible]

☐ provided head count to driver # _____ # _____ # _____

☐ driver verified head count

initials _____

Notes:

These sheets must be used each day you have children, and should be turned in to your Manager at the end of each week.

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 – Any child who remains on the bus will be transported to the “primary center” in that county. (BC-Berkeley Heights, JC – TA Lowery and MC – Berkeley Springs) Children are not returned to any outer site.

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 notify them of their return to center. If the parent cannot be reached, the bus aide will contact the “center” for that county. **(Contact means the bus aide will communicate directly with a staff member. No messages will be left on machine)** 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 or 3rd occurrence.
4. The top of form lists the outcomes of each occurrence.

For Bus Aides:

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: See 1303.72 (d)(e)

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).

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.

*** All projects from school must be transported home in the child's backpack.**

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: See 1303.74

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.

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.

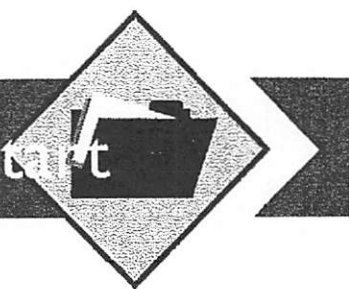
Remember: You are the bus aide. If you have any questions, the driver is there to answer your questions. Conversations with the driver during runs are to be kept to a minimum, but if you are not sure how to do something, or you need a child's name, the driver can help. The driver's first responsibility 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.

New Bus Aide Training Epic Headstart



Bus Aide in Training: _____

Staff Providing Training Signature: _____

Bus Aide Procedures		Sign off Date/Initials
1	Locates First Aid, Body Fluid Kits	
2	Locates Fire Extinguisher/Properly Charged	
3	Opens Emergency Window	
4	Opens Emergency Roof Hatch	
5	Opens Rear Emergency Door	
6	Can locate and Use Emergency Air Release Front Door	
7	Can Properly Locate Air Brake in Driver Emergency	
8	Can Locate Seatbelt Cutter for Emergency	
9	Location of Orange Backpack and Contents for Emergency	
10	Locates Bus Evacuation Signs inside the Bus	
11	Driver performs a Mock Bus evacuation with Aide	
12	Driver explains Railroad Crossing Procedure with Aide	
13	Spots Driver at all Backing Locations on Route- CLEAR/STOP	
14	Seatbelt and Harness Securement, including Releasing, and Tightening Harness Straps	
15	Bus Aide Seating Location on Bus	
16	Travel Sheet and Coding	
17	Red Binder with Emergency Forms	
18	Emergency Forms – Approved Adults – Check ID	
19	Guide Driver with Route Directions	
20	Use of Bus Phone	
21	Interaction with Children- (Sing Songs, I Spy, Count, Read a Book Etc.)	
22	Bus Aide Cleaning List	
23	Cleaning of Inside of Bus	
24	Location of Extra Supplies, Forms, etc.	
25	Chain of Command	

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. If child resists getting onto bus or into seat, the parent will be asked to transport the child.
5. 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.
6. Bus drivers are not to relay any messages from teacher to parent.
7. Drivers may receive individual documents (bus evacuation, health plan, court order, etc.) for individual children.

Contact Notes for Unsafe Behaviors on Bus:

If a child exhibits unsafe behavior,
-document on a contact note by the end of the day and send to supervisor and county manager

-the supervisor will reach out to the Mental Health Specialist to determine course of action

* If an individual plan is developed as a result, a copy of the plan will be provided to the driver

County/Site: _____

**(C) Codes: A – Absent
P – Present**

PC – Parent contacted
PT – Parent Transport

Driver: _____

Aide: _____

[illegible]

	Date:	Date:	Date:	Date:	Date:
New Child Added child initials _____ who picked up authorized _____ unauthorized _____					

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

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

Bus Aide 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.

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: _____

[illegible]

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/Pre-K
Field Trip Plan

NOTE: Alternate Plan- in case of severe inclement weather, field trip will be canceled.

Classroom/Staff making request: _____

Bus Driver for intended run (full name): _____ Date of Trip: _____

Destination: _____ Traveling time: _____

Address & Phone # of destination: _____

List closest hospital and phone #: _____

Loading/Departure Times

Loading from classroom _____ Departing from school _____

Loading at destination _____ Departing destination _____ Arrival at site _____

Route traveling: _____

Contact persons in an emergency.

Position	Name	Phone #
Child Dev./Disabilities Manager		
Center Manager		
Director		

Number of children: _____ Number of Staff: _____ Number of Chaperones: _____ (required by plan)

Child's Name	IEP Requirements/Allergic Reactions

Adults: List Staff first

1.	4.
2.	5.
3.	6.

Safety rules to be reviewed with children (specific to this field trip) _____

Trip specific special emergency procedures _____

Responsible staff member: _____ must have copy of this form. _____ (check)

Original given to manager: _____ (check) Do you have _____ (check) To-go Kit and Emergency Forms?

Manager Approval _____ Date _____

County/Site: _____

Aide: _____

(C) Codes: A – Absent PC – Parent called
P – Present PT – Parent Transport
PU – Pick up time
DO – Drop off time

[illegible]

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:

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: _____

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:

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: _____

Driver_____

[illegible]

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 by Designated Adult

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

1. The **first** time the child is brought back to the center, either the driver (if at center when the child is picked-up) or Manager will give a **verbal warning** to parent. The return will be documented including that the verbal warning was given. Documentation will be copied and given to the FA.
2. The **second** time the child is returned, the parent will be given a **written warning**. A copy of this should be provided to the lead driver of that county, the FA, who should generate a referral and follow-up with family and Manager.
3. The **third** time the child is returned, the parent will be notified that the family has **temporarily lost transportation privileges**. A team meeting including the FA, site manager, lead bus driver and family will be held to determine length of transportation loss.
4. Once the child resumes attendance on the bus, should another instance occur, the transportation supervisor will be contacted and a decision will be made on an individual basis.

No Adult at Stop

Bus # _____ Driver _____

[illegible]

Performance Standard	Subpart F - Transportation	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> 
Subpart	§ 1303.73 Trip Routing	
Effective Date	07/2022	
Revised Date	06/2025	
Reviewed Date	06/2025	
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 escorting 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. **Bus Drivers must let the county lead driver know if they are taking alternative route. (Liability reasons)**
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.

[illegible]

Performance Standard	§ 1303.74- 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	F	
Effective Date	07/2024	
Revised Date	07/2026	
Reviewed Date	07/2026	
Responsibility	Bus Drivers, Bus Aides, Lead Drivers, Center Staff, Ed Staff	

Subject: Unloading/Loading of Children

Policy: All Head Start Drivers and Bus Aides must always consider the safety of the children being transported. The procedures below are critical to keeping stakeholders safe.

Unloading Procedure:

1. Drivers are to pull up to unload at sites at 7:40 and/or 8:40 am, depending on site schedule.
2. The driver will shut down the bus and the bus aide will turn off the child alarm and count the children.
3. The driver and aide will unbuckle the children and assist them with putting on their backpacks. Children will stay seated and in sections, if transporting more than one classroom.

Example: 7:45am – front of bus Rm 1 (Berkeley Hgts) Middle of bus Rm 2 Back of bus Rm 3	8:45am – Rm 4 – front of bus Rm 5 – middle of bus Rm 6 – back of bus
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** In the afternoon, classrooms would load from back to front

4. Teachers will start at first bus and work their way down the line of buses to get their children. Once the teacher reaches the third bus the next teacher starts at bus 1.
5. The Teacher and Asst. Teacher will come to the bus door at 7:45 and/or 8:45am. **The driver will let them know how many children they have transported.** *The teacher will record the head count given by the driver, on the daily roster sheet and checking the box that the head count was received. The teacher will count the number she/he receives. If it is the same number the teacher will check the box that head count has been verified and initial.* The driver will sign those children in and the children will unload from the bus. The Asst. Teacher will need to be at the door of the bus to help children step down and direct them towards the teacher for lining up.
6. Once all children have exited the bus, the driver and aide will complete their walk-throughs.
7. After all children and Ed staff have entered the building, buses can depart the site. **(At Centers, the buses will not pull off until they have been given the thumbs up clearance from staff.)**
8. All buses should be able to leave their sites by 7:50am/8:50am respectively.
9. Parents can begin dropping off.

Loading Procedure:

1. Parents pick up self-transport first
2. Buses are to pull in at sites and be ready for children at 1:50 and 2:50.
3. Driver will get the count from the Teacher, *the teacher will check the box at the bottom right hand corner of the daily roster sheet, that count was provided and write the head count number in the blank. Once the driver verifies the count, the teacher will check the box that number was verified and initial.* Driver will sign IPAD acknowledging receipt of children. Ed staff will assist those who need help getting on bus. The Bus Aide will help children into their assigned seats and fasten seatbelts. After all children are signed out of classroom, secured in seats, counted and roll call is complete, the Bus Driver will start up the bus and wait for the thumbs up signal.
4. The driver will proceed to route.

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 and quarterly. Implementation of training is monitored during ride-alongs conducted by the individual lead drivers and reviewing bus videos; 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 Serving the educational needs of the entire community
Subpart	§ 1303.74 Safety Procedures	
Effective Date	07/2022	
Revised Date	06/2025	
Reviewed Date	06/2025	
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:

- 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
- 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.
- 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.
- 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 was 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)
- 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:

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.

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 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/site: _____

Time bus leaves center/site: _____

Time bus arrives at evacuation site: _____

Ending time: _____ (time children are returned to center/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 the Program Director.

Performance Standard	Program Operations	Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	§ 1303.74 Transportation Safety Procedures	
Effective Date	11/2025	
Revised Date		
Reviewed Date		
Responsibility	Drivers, Aides, Family Advocates, Manager, Mental Health Specialist, Transportation Specialist, Director	

Subject: Bus Behaviors

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

Procedure:

Severe Behavioral Incidences:

Any behavior that disrupts the route is considered to be unsafe. That includes but is not limited to:

1. Refusal to board bus
2. Unbuckling from seat harness
3. Physical aggression
4. Screaming
5. Throwing objects
6. Refusal to exit bus

Contact Notes:

1. Drivers and/or aides will complete a contact note for each child every time they display unsafe behaviors while on the bus.
2. The contact note must be turned in by the end of the day.
 - a. Contact notes must be emailed to:
 - i. Lead Driver
 - ii. Transportation Specialist
 - iii. Family Advocate
 - iv. County/Site Manager
 - v. Mental Health Specialist

Parental Contact:

1. The Lead Driver for the county of the incident will reach out to the parent and inform them of the behaviors that occurred. The phone call must take place same day by the end of the business day, along with a contact note.
2. The Lead Driver will document the phone call on a contact note and email to:
 - a. Transportation Specialist
 - b. Mental Health Specialist

- **First Severe Behavioral Incident:**

Phone call will be made to parent by county lead driver to inform of behavior(s). Lead Driver will document the date and time of phone call and the conversation details including who they spoke to.

*Should the behavior be severe to where the driver must pull over to assist in deescalating the child, this behavior will result in loss of bus privileges for a two-week period immediately. The phone call to the parent will be made by the Transportation Specialist for this instance.

- **Second Severe Behavioral Incident:**

Phone call will be made to parent by county lead driver to inform of behavior(s). Lead Driver will document the date and time of phone call and the conversation details including who they spoke to.

A letter from the transportation specialist will be sent home reiterating the phone conversation.

*Should the behavior be severe to where the driver must pull over to assist in deescalating the child, this behavior will result in loss of bus privileges for a two-week period immediately. The phone call to the parent will be made by the Transportation Specialist for this instance.

- **Third Severe Behavioral Incident:**

Phone call will be made to parent by Specialist to inform of behavior(s) and being the third incident, the child will lose bus privileges for two-weeks effectively immediately. Lead Driver will document the date and time of phone call and the conversation details including who they spoke to.

Support Plan:

In efforts to assist the child, the Family Advocate and the Mental Health Specialist will meet to discuss reasons for the root cause of the behaviors. A support plan may be developed that will outline strategies to be implemented on the bus to mitigate behaviors. Strategies could be but not limited to:

- A comfort item on bus such as a soft toy or blanket
- Headphones to lessen triggering noises
- Move assigned seat to a new location

Return to Bus:

When a child returns to the bus after their two-week loss, the same procedures and timeline will be in effect should behaviors continue.

Support Plan:

In efforts to assist the child, the Family Advocate and the Mental Health Specialist will meet to discuss reasons for the root cause of the behaviors. A support plan may be developed that will outline strategies to be implemented on the bus to mitigate behaviors. Strategies could be but not limited to:

- A comfort item on bus such as a soft toy or blanket
- Headphones to lessen triggering noises
- Move assigned seat to a new location

Return to Bus:

When a child returns to the bus after their two-week loss, the same procedures and timeline will be in effect should behaviors continue.

Performance Standard	Program Operations	Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	§ 1303.74 Transportation Safety Procedures	
Effective Date	11/2025	
Revised Date		
Reviewed Date		
Responsibility	Drivers, Aides, Family Advocates, Manager, Mental Health Specialist, Transportation Specialist, Director	

Subject: Bus Behaviors

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

Severe behavior displayed on the bus by a child will be addressed by the child's team and family to ensure the provision of safe bus transportation services. Severe behaviors include any behavior that disrupts the route, including but not limited to: refusal to board/exit bus, unbuckling from seat harness, walking/running through the aisles, physical aggression, screaming, and throwing objects.

Should continuous and severe behavioral incidences occur:

1. Phone call will be made to parent/guardian by county lead driver to inform of behavior(s).
2. The Lead Driver will document the date and time of phone call, conversation details, including who they spoke to on a Contact Note. The Contact Note must be submitted in by the end of the day, and emailed to Lead Driver, Transportation Specialist, Family Advocate, County/Site Manager, and Mental Health Specialist.
3. Implementation of a Support Plan: A Support Plan will be discussed and implemented with the child's team, including the Parent/Guardian, Family Advocate, Mental Health Specialist, with a purpose of assisting the child, discussing possible reasons for the child's behaviors, develop strategies to implement on the bus, and ensuring safe riding behaviors for the child and others. Examples of strategies could include: a comfort item on bus such as a soft toy or blanket, headphones to lessen triggering noises, move assigned seat to a new location, and/or individualized support, if applicable.

*Should a behavior be severe to where the driver must pull over to assist in deescalating the child, this behavior will result in loss of bus privileges for a two-week period immediately. The phone call to the parent will be made by the Transportation Specialist for this instance, and the contact will be documented on a Contact Note.

4. If severe behaviors continue, a child may lose bus privileges immediately or up to two weeks.



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 IS UNABLE TO 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, 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 or text 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(including filled water contains/jugs) 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.

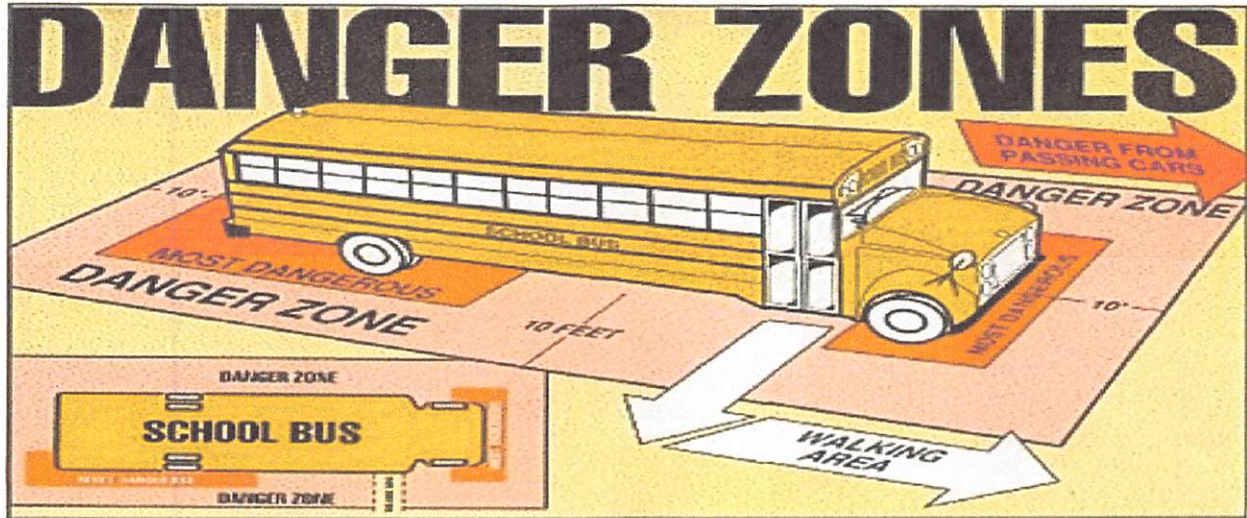
Loading/Unloading Policy

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. **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 at school, ex.-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.
- **Parents – for your child's safety, he/she needs to be awake and alert to board bus. No parent will be permitted to carry a sleeping child onto the bus.**

Parent/Guardian Signature

Date



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.

I have read the above and understand the procedure.

Parent/Guardian Signature

Date



Conductor: _____ Teléfono móvil del autobús: _____

Parada de autobús _____

Hora de recogida: _____ Hora de entrega: _____

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

1. Usted y su niño debe estar en la parada del autobús 10 minutos antes y 10 minutos después de la hora prevista para la llegada del autobús. EL CONDUCTOR NO PUEDE ESPERAR MÁS ALLÁ DE LA HORA PROGRAMADA PARA RECOGER.
2. El padre o tutor debe estar en la parada de autobús 10 minutos antes de la hora de entrega programada. Solo aquellos que están en el formulario de emergencia del menor pueden bajarlo del autobús y deben mostrar una identificación con foto al conductor. Nadie menor de 18 años puede bajar al menor del autobús. Si no hay nadie en la parada, tu hijo será devuelto al Centro.
3. Es responsabilidad del padre llevar al niño a la escuela si pierde el autobús. Si tu niño no va a viajar en el autobús, por favor llamar o enviar un mensaje al número de móvil del autobús para notificar al conductor todos los días que el niño no va a viajar en autobús.
4. El padre o tutor debe acudir a la puerta del autobús para subir al niño y al recogerlo. Si tienes que cruzar la calle, por favor cruza delante del autobús y espera la señal del conductor para que sea 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 del Centro o al defensor familiar de los cambios en la información de divulgación de emergencia, incluyendo números de teléfono, las personas autorizada para recoger al niño, asuntos de salud, etc.
7. No se permite comida, bebidas (incluyendo botellas llenas de agua) ni juguetes en el autobús, a menos que lo solicite el maestro. No se permiten objetos de cristal.
8. Prohibido fumar en la puerta del autobús.
9. Si un niño trae medicamentos en el autobús, por favor entrégarlo al conductor del autobús para que pueda almacenarse en un lugar seguro.
10. Si tu hijo no viaja en autobús según lo programado durante un periodo de 2 semanas, puede que sea removido del autobús.

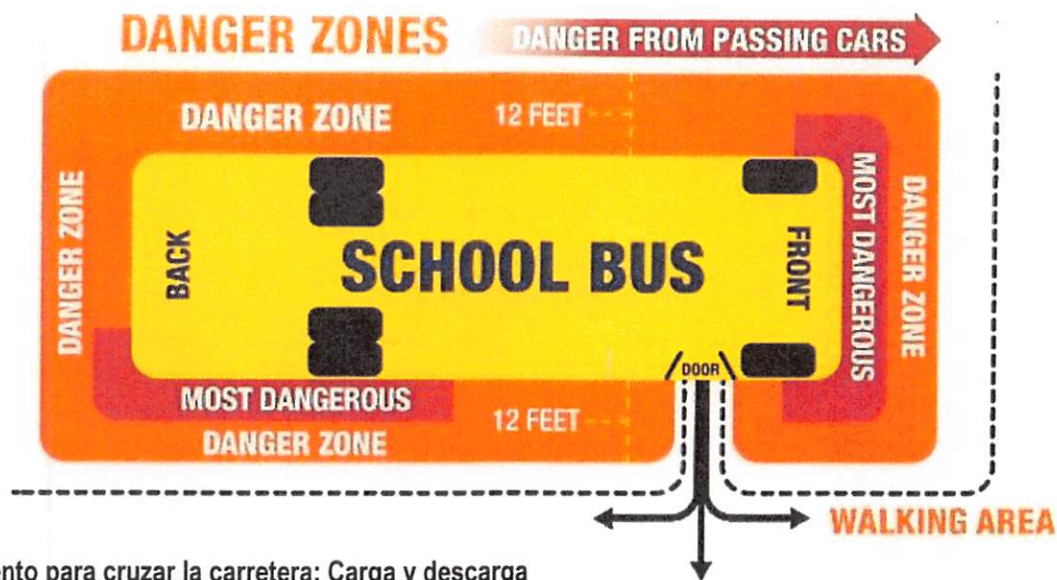
Política de carga/descarga

Los últimos 10 años hemos proporcionado transporte a los niños de primera infancia con muchos retos/desafíos. Un ejemplo es el aumento de la agresión física o la negativa a subir o bajar del autobús en el momento de la llegada y/o la salida de la escuela. Esto plantea importantes preocupaciones de seguridad para los niños y el personal. **Ningún miembro del personal (a tiempo completo o parcial) debe llevar a un niño fuera o en el autobús.**

- Si un niño se niega a subir al autobús en la escuela, por ejemplo, dejándose caer al suelo, el personal debe animarle o apoyarle verbalmente para que suba al autobús. Si el niño no responde a este mensaje, el niño será escoltado al salón de clases y llamarán al padre para que venga a recogerlo.
- Si el niño se niega a subir al autobús desde casa, el padre tendrá que trasladarlo a la escuela. El autobús no puede esperar debido al horario y al retraso en el flujo del tráfico.
- Si un niño se niega a bajarse del autobús en la escuela, el personal en el lugar puede animar al niño a unirse a sus amigos. Si el niño continúa negándose, dos empleados (uno a cada lado) pueden ayudar al niño a bajar del autobús.
- **Padres :** por la seguridad de su niño, el/ella debe estar despierto y atento para subir al autobús. Ningún padre podrá llevar a un niño dormido al autobús.

Fecha de firma del padre/tutor

Fecha



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, Inwood Family Worship Center, 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.

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:

- Stop immediately- pull brake
- Turn off ignition
- Survey scene
- Activate 4 way hazard-warning lights
- If necessary, evacuate passengers to a safer place
- Call 911
- Administer first aid as needed, treating the most seriously injured first
- Extinguish fire if necessary
- Put out warning devices
- Follow emergency personnel's directions
- Report incident to EPIC HR (304-596-2663) and supervisor (304-596-2644). If 911 has been called, inform Head Start/Pre-K Director (304-596-2644).

!! Accident Reports must be provided to HR within 24 hours !!!!!

Procedure if breakdown occurs:

Contact lead bus driver (personal cell 304-279-7279 or bus cell 304-671-5669). 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 (personal cell 304-279-7279) 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, if there are no other staff in building. 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:

- Stop immediately-pull parking brake
- Turn off ignition
- Survey the scene
- Activate 4-way hazard warning lights
- Evacuate passengers to a safer place, if needed
- Call 911
- Administer first aid to persons suffering injuries that need attention, most seriously injured first
- Extinguish any fire
- Put warning devices at appropriate places
- Collect pertinent information and follow Emergency Service Personnel directions
- Report to Jefferson County Lead and EPIC all accident details. If injury occurs, contact EPIC HR 304-596-2663. If 911 has been called, inform Head Start/Pre-K Director (304-596-2644).

!! Accident Reports must be provided to HR within 24 hours !!!!!

Contacts, in ascending order, if breakdown occurs:

Transportation Lead Driver - 304-671-4167
Contact Education Manager - 304-724-9942
Les's Towing – 304-263-4789

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 304-671-5669

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:

- Stop immediately – pull brake
- Turn off ignition
- Survey scene
- 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
- Extinguish fire
- Put out warning devices at appropriate places
- Emergency personnel direction
- Report to Morgan County Lead and EPIC all accident details.

**** If injury occurs, contact EPIC HR at 304-596-2663**

!! Accident Reports must be provided to HR within 24 hours !!!!!

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)
- Minnicks Towing – (304-258-9006)

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

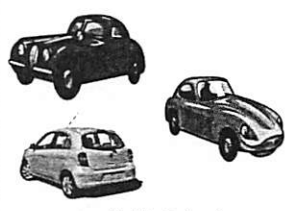
Parents may be called to pick up their children. Berkeley County buses may be needed to assist as last resort. Contact Transportation Lead Driver at 304-582-2862

KEEP A COPY OF MORGAN COUNTY EMERGENCY PLAN ON EACH BUS

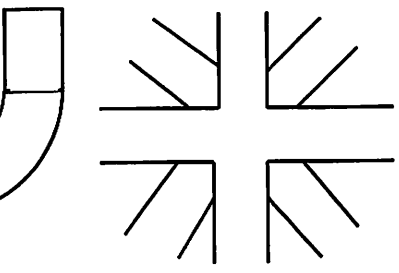
Eastern Panhandle Instructional Cooperative

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: _____		Circle Damaged Areas  Asterisk (*) - Point of Initial Impact				
	_____ CITY _____ _____ RURAL _____ County: _____ City or Town: _____						
L O C A T I O N	PLACE WHERE ACCIDENT OCCURRED ROAD ON WHICH ACCIDENT OCCURRED: _____ (Give name of street or highway number (US or Street))						
	_____ AT IT'S INTERSECTION WITH: _____ (Name of intersecting street or highway number)						
	OR _____ NOT AT INTERSECTION (Check and complete one)						
	_____ feet _____ of: _____ north—south Show nearest intersecting street or highway, house number, curve, bridge, railroad crossing, _____ feet alley, driveway, culvert, milepost, underpass, numbered telephone pole, or other identity east—west landmark. Show exact distance, using two directions and two distances if necessary.						
D R I V E R	VEHICLE NO 1—EPIC OWNED _____ _____ _____ _____ _____ Odometer reading of vehicle at accident scene _____		VEHICLE 2 Driver's Name _____ Address _____ City and State _____ Phone Number _____ Driver's License _____ Insurance Name: _____ Policy #: _____ (if vehicle driven by other than owner) Owner's Name: _____ Address: _____ City and State: _____				
	VEHICLE NO 1—EPIC OWNED Make _____ Year _____ # _____ State _____ Tag _____ _____ _____ _____ Describe Vehicle Damage _____		VEHICLE NO 2 Make _____ Year _____ # _____ State _____ Tag _____ _____ _____ _____ Describe Vehicle Damage _____				
V E H I C L E S	VEHICLE NO 1—EPIC OWNED Make _____ Year _____ # _____ State _____ Tag _____ _____ _____ _____ Describe Vehicle Damage _____		VEHICLE NO 2 Make _____ Year _____ # _____ State _____ Tag _____ _____ _____ _____ Describe Vehicle Damage _____				
	VEHICLE NO 1—EPIC OWNED Make _____ Year _____ # _____ State _____ Tag _____ _____ _____ _____ Describe Vehicle Damage _____		VEHICLE NO 2 Make _____ Year _____ # _____ State _____ Tag _____ _____ _____ _____ Describe Vehicle Damage _____				
	VEHICLE NO 1—EPIC OWNED Make _____ Year _____ # _____ State _____ Tag _____ _____ _____ _____ Describe Vehicle Damage _____		VEHICLE NO 2 Make _____ Year _____ # _____ State _____ Tag _____ _____ _____ _____ Describe Vehicle Damage _____				
	VEHICLE NO 1—EPIC OWNED Make _____ Year _____ # _____ State _____ Tag _____ _____ _____ _____ Describe Vehicle Damage _____		VEHICLE NO 2 Make _____ Year _____ # _____ State _____ Tag _____ _____ _____ _____ 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				
	_____ Going straight ahead _____ Meeting in curve _____ Passing _____ Entering intersection _____ Being passed _____ Making right turn _____ Making left turn _____ Pulling from curb or loading zone _____ Pulling into curb or loading zone _____ Backing _____ 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)		_____ Walking with traffic _____ Walking against traffic _____ Coming from behind parked vehicle _____ Crossing at intersection _____ Crossing not at intersection _____ Alighting from a vehicle _____ Working in roadway _____ Playing in roadway _____ Not on pavement _____ (Specify other) _____		_____ Boarding vehicle _____ Alighting from vehicle _____ Caught in doors _____ Seated _____ In motion inside vehicle _____ Crossing roadway to bus _____ Crossing roadway from bus _____ (Other—describe) _____ _____ NUMBER PASSENGERS ON BOARD	
C O N D I T I O N S	DRIVERS AND PEDESTRIAN		VEHICLES		WEATHER	
	1	2	1	2		
	_____ Influenced by alcohol _____ Asleep or fatigued _____ Sick _____ Influenced by medication _____ Not known		_____ Defective brakes _____ Defective steering _____ Defective lights _____ Defective tires _____ No defects _____ (Specify other) _____		_____ Clear _____ Raining _____ Snowing _____ Sleeting _____ Fog _____ (Specify other) _____	
C O N T R I B U T I N G F A C T O R S	OPERATORS				VEHICLES	
	1	2	1	2	1	2
	_____ Did not have right-of-way _____ Following too closely _____ Failure to signal intentions _____ Speed too fast for conditions _____ Improper passing _____ Improper turning _____ Disregarded traffic signs or signals		_____ Improper backing _____ Improper traffic lane _____ Improper parking _____ Lack of tire chains _____ (Specify other) _____		_____ Exceeding legal limit _____ Safe speed _____ Estimated speed when danger noticed _____ Estimated speed at moment of impact	
INDICATE ON THIS DIAGRAM WHAT HAPPENED Use one of these outlines to sketch the scene of your accident. Number each vehicle and show direction of travel by arrows. Ex.:						
						
						
(Draw vehicles in proportion to width of roadway)						

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

Updated 6/2018

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 addition

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 or a physician who as 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.

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 medical 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 test 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.

Post-accident testing site:

Valley Health Urgent Care
97 Administrative Dr.
Martinsburg 25404
304-350-3200

- (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
- (F) 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.
- (G) 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.
- (H) 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.

- (I) 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.
- (J) 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.

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

7/2026 -hab

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 overcast, drive with head lights on low beam with strobe light (only at listed times).
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/HARNESSES/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:** _____

WHITE – OFFICE COPY

YELLOW – MAINTENANCE COPY

PINK – DRIVERS COPY