

Head Start Bus Monitor Training

The bus monitor works with the driver to ensure all Head Start children are safe and comfortable on the bus. Bus monitors encourage and direct the Head Start child to be seated and to fasten their seatbelts during routes. The monitors are the eyes and ears for the bus driver. The monitors see that the Head Start children remain buckled in their seats for the duration of the route. In the event of an emergency, the monitor will coordinate with the Bus Driver to seek emergency medical help.

THE HEAD START BUS MONITOR'S DUTIES:

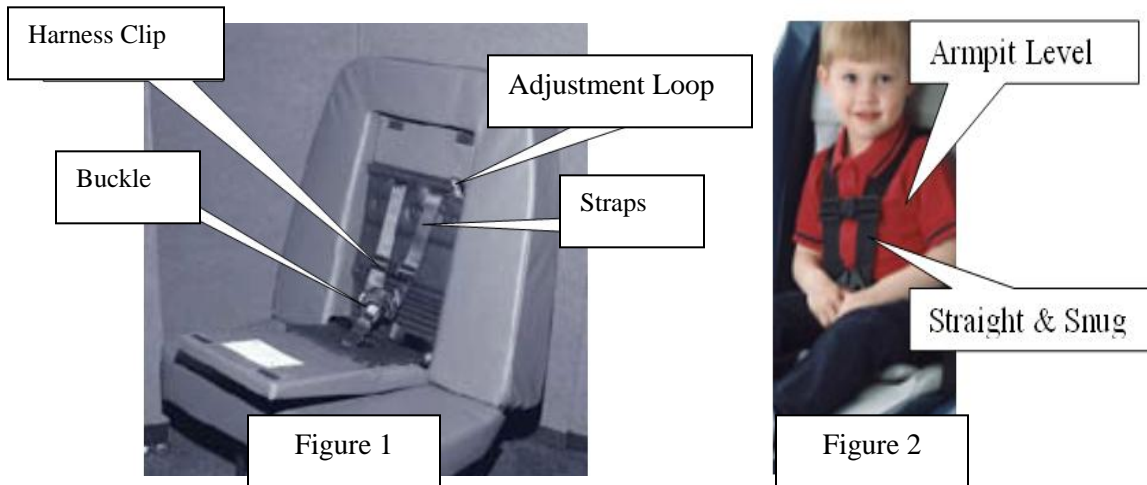
1. The Bus Monitor will participate in annual safety trainings.
2. Completely understand and abide by all posted bus rules.
3. Wear seatbelt at all times when bus is on route.
4. Assist driver in loading and unloading of Head Start children.
5. Ensure that all children are properly seat belted in age and weight appropriate seats.
6. Redirect and correct Head Start children who are not following bus rules.
7. Assist in the event of an emergency and carry out other responsibilities as requested by the driver.
8. Assist driver in conducting evacuation drills.
9. In the event that the driver is injured or disabled:
 - A. Assume authority and call for assistance.
 - B. Turn off ignition switch and assist passengers in remaining calm.
 - C. If necessary, evacuate passengers to a minimum of 150 feet from the bus.
1. Understand and abide by the protocol for radio and or cell phone use in cases of emergency.
2. Assist the driver in maintaining required seating arrangements.
3. Assist drivers by recording license numbers of vehicles that violate loading or unloading (8 way)lights.
4. Provide information to drivers to enable the driver to carry out his/her responsibility of maintaining order and safety for Head Start children on the bus.

DURING LOADING:

1. Children must wait for bus to come to a complete stop and doors to open before approaching.
2. Help Head Start child climb the steps.
3. Direct Head Start children to their assigned seats.
4. Seat Head Start children and encourage them to fasten their seat belts.
5. Check all seatbelts for proper tension.
6. Pay particular attention to a Head Start child who may weigh less than 50 pounds. They must be seated in an integrated child restraint seat. Integrated school bus child seats are designed to restrain children up to 50 lbs.

The following is a guide to properly restrain children in integrated car seats.

1. Assure that the child is the proper size for seat. "ask the driver if unsure"
2. Fold down integrated seat and inspect condition of straps (do not use straps showing cuts, damage or missing parts.
3. Remove bulky items from the child such as backpacks.
4. Seat child making sure child sits upright in seat for proper positioning.
5. Gently pull harness over the child's shoulders.
6. Adjust straps using strap adjustment loop. (see figure 1)
7. Harness clip should be placed at armpit level. (see figure 2)
8. Harness straps should be straight and snug.
9. Secure buckle, making sure you hear both "clicks."
10. Ask child if he/she is comfortable and make adjustments as necessary.



The following is a guide to properly restraining children in standard school bus seats using a lap belt.

11. Assure that the child is the proper size for seat. "ask the driver if unsure"
12. Seat child making sure child sits upright in seat for proper positioning.
13. Remove bulky items from the child such as backpacks
14. Gently pull seat belt over the child's waist.
15. Connect buckle, make sure it "clicks".
16. Pull loose end of seat belt until snug
17. Ask child if he/she is comfortable and make adjustments as necessary.
18. Seat children that weight over 50 lbs in regular seats

DURING UNLOADING:

- Monitors should wait for bus to come to complete stop and wait for doors to open before releasing seatbelt
- Wait for driver signal before standing to assist children with unloading. The driver cannot unload the child until an (*AUTHORIZED*) adult is available to receive the child.
- After driver signals, the monitor should assist Head Start child with seatbelt removal if needed.
- The monitor will ensure that the Head Start children remove their belongings from the bus.
- The monitor should assist the Head Start child down the steps or encourage them to use the hand rail.
- When street crossing is required, Monitor will ask the child to wait for the authorized adult to come to the bus to receive the child. The authorized adult should cross at least 10 feet in front of the bus.
- Monitor should quickly re-check all Head Start children's seat belts at each stop.
- The bus will not proceed until the monitor is safely seated and buckled.

SCHOOL BUS BACKING

It is illegal in the state of Idaho for a school bus to back onto a public roadway without a spotter. On rare occasions, when a Head Start bus needs to back up on a public roadway, the bus monitor will be asked to be a spotter. The following is a list of guidelines for assisting the bus driver in backing the school bus.

During backing, bus monitors responsibilities are:

- Discuss and agree with the bus driver on a hand signal for “STOP” and a hand signal for “PROCEED” before engaging in spotting activities.
- Review the hand signals with the driver prior to commencing the maneuver.
- The Bus Monitor should move to the back of the bus and position themselves where the driver can clearly see all hand signals using mirrors or through line of site observation. Driver must also be able to hear and understand bus monitor.
- The driver should back slowly at an even rate. Start and stop in an even and smooth motion. If not, give the “STOP” signal and explain the problem to the driver.
- Repeatedly check the driver mirror as the backing maneuver progresses to be sure that you can see the driver and the driver can see you.
- Look for persons or objects that may come into the line of travel. Stop the vehicle immediately and wait for the area behind the bus to clear before proceeding.
- If the spotter must change positions requiring moving from one side of the bus to the other or facing away from the bus, give “STOP” signal, reposition, and resume the maneuver.

DURING ROUTE

- Monitors are responsible for watching Head Start child and reporting any problems to the bus driver.
- Monitors must be ready for route at the scheduled times.
- If problems arise that make it impossible for the monitor to ride, he/she must contact the center ASAP.
- Parents or other caregiver will transport the Head Start child that misses the bus if the child is to participate in the center that day.
- Head Start child must be released only to pre-approved adults or authorized caregiver and at pre-approved locations. If no such adult is available at the child’s stop, the child will be returned to the center and a parent or guardian will be responsible for transporting the child home.
- Monitors must model appropriate behavior and follow all school bus rules.
- Monitors are responsible for seeing that seat belts are buckled and secure.
- Monitors should remind Head Start child of the rules when necessary.

Center Phone # _____

The following rules apply to all passengers.

1. Head Start child will wait to approach the school bus until the bus comes to a complete stop.
2. **All passengers** must be securely buckled in seatbelts at **all times** during route. This includes the bus monitor and bus monitor's family members.
3. Leave the seat belt buckled until the bus makes a complete stop and bus driver tells you that it is time to get out of your seat
4. No food and drink are allowed on the school bus at any time
5. Keep your hands and feet to yourself
6. Be kind and courteous to your neighbor
7. Listen and follow the bus driver's instructions
8. Talk and sing with your inside voices
9. Tell the bus driver if you have a problem
10. Buckle the seat belt when you are getting off of the bus so that it will be ready next time
11. When exiting the bus, walk-don't run, and watch for tripping hazards
12. Bus monitors and Head Start child must wait for the "all clear" signal from the bus driver before crossing the street

DURING AN EVACUATION DRILL

The driver is required to perform one emergency evacuation drill per month per unit. The bus driver can answer questions regarding evacuation drills. As a bus monitor, you may be required to assist the driver in performing these evacuation drills. The following is a list of procedures during an evacuation drill. Bus monitors are responsible for knowing the following procedures and will be asked to assist according to the following procedures.

1. **The bus driver will stop the bus in a safe location and announce that we are having an evacuation drill.**
2. **At this time, the bus driver and monitor will assist children in removing seat belt or restraints in an orderly manner.**
3. **The Head Start child should be instructed to leave backpacks and belongings on the bus at this time.**
4. **The bus monitor will be the first person off of the bus and will be responsible for keeping children together in a safe location 150 feet or more from the bus.**
5. **Head Start children should then be counted and instructed to follow the bus monitor to a safe location at least 150 feet or more, away from the bus.**
6. **If performing a rear exit evacuation, bus driver is responsible for making sure that Head Start child are in a seated position on the floor of the bus before exiting.**
7. **If performing a rear exit evacuation, bus monitor should help Head Start child to the ground.**
8. **Once at the safe location the bus monitor should recount Head Start children to ensure that all Head Start children are accounted for.**

9. At this time, the bus monitor should make sure that Head Start children are safe and calm.
10. The bus driver will go through the bus to ensure that no Head Start children are left behind.
11. When the bus driver exits the bus, he/she will ask the bus monitor for the Head Start child count and then he/she will recount the Head Start children.
12. When returning to the bus, Head Start child should be instructed to line up and return to their same seats.