

Area: Transportation

Subject: TR08 - Driver and Bus Monitor Training

Reference: 1310.17 (a-f)(2)

Policy: SCOE will ensure that each agency providing transportation services with persons employed to drive vehicles used in providing such services have received the required training.

Procedure:

1. Grantee staff will review transportation records annually to ensure training of drivers and bus monitors has taken place prior to transporting children in the program, and that training has taken place on an annual basis.
2. Grantee staff will review records annually to ensure drivers have received the required classroom and behind-the-wheel instruction within the timelines defined. This instruction will include:
 - a. How to operate the vehicle in a safe manner
 - b. Safely running a fixed route
 - c. Loading and unloading children
 - d. Stopping at RR crossings
 - e. Administration of basic first aid
 - f. Handling of emergency situations, including evacuation procedures as set up by Delegate agency
 - g. Operation of special equipment, ie: wheelchair lifts, assistance devices or special occupant restraints
 - h. Routine maintenance and safety checks
 - i. Maintenance of accurate records as necessary
3. Grantee staff will review records annually to ensure refresher training and any additional necessary training to meet State requirements has take place.
4. Grantee staff will review records annually to ensure driver training relating to transportation services for children with disabilities has taken place.
5. Grantee staff will review records annually to ensure that all drivers qualify under the applicable driver training requirements in the state.
6. Grantee staff will review records annually to ensure that:
 - a. The annual evaluation of each driver includes an on-board observation of road performance.
 - b. Bus monitors have been trained prior to being assigned to vehicles on the following procedures as applicable to their agency:
 - i. Child boarding and exiting procedures
 - ii. Use of child restraint systems
 - iii. Any required paperwork
 - iv. Responses to emergencies
 - v. Emergency evacuation procedures
 - vi. Use of special equipment
 - vii. Child pick-up and release procedures
 - viii. Pre and post-trip vehicle check

Supervised by: Director II, Coordinator of Early Childhood Programs

Performed by: Health Services Manager, Child Development Supervisor

Forms needed: Monitor Instrument

Frequency: Annually