

Requirements for Preschool Children on Public School Buses

*These procedures can only be used when transporting 3-, 4- and 5-year-olds.
Not applicable for children under three years of age.*



The Principal or a Designee is responsible for ensuring that the following is implemented:

- **Emergency Information** available for each child – must be on the bus and must be kept current.
- **Medication** – parents must give any medication to the driver, and driver must give directly to the teacher. Children cannot carry medication themselves.
- **Safe pick-up and delivery procedures are in place as identified below:**
 1. **Pick-up Procedure** - Responsible person will wait with the child(ren) until they are safely seated on the bus. Public school employee will meet the bus and the child will be delivered to that employee. The public school employee will maintain an up-to-date roster of the class which indicates which bus the child is on. The public school employee will mark on the roster the time that the child exits the bus and the employee assumes responsibility for the child. If a child does not exit the specified bus the center employee will ask the driver for any information about the child, will ensure that the child is not on the bus, and will contact the responsible adult to determine the location of the child.
 2. **Departure Procedure** – Public school employee will deliver the child to the bus driver and will wait until the child is safely seated on the bus. On the roster the employee will indicate the time the child was seated on the bus and the driver assumed the responsibility for the child. When the bus arrives at the child’s afternoon destination the driver will ensure that the child is dropped off with the appropriate responsible adult. If no responsible adult is present, the child shall be transported back to the site and the principal or designee, will be responsible for locating alternate emergency contacts.
 3. **Seating Location** – All preschool children shall be seated in the front rows of the bus. No school age children shall be seated with a preschool child unless it is a sibling.
 4. **Number of children** – If the youngest age of any of the children being transported is three, the maximum number of preschoolers allowed on any individual bus is 15, unless an additional monitor is present. If the youngest age of any of the children being transported is four, the maximum number of preschoolers allowed on the individual bus is 20, unless an additional monitor is present
 5. **Special Needs** – It is the administrator’s responsibility to ensure that any special behavioral, emotional or physical needs are relayed to the bus driver if the needs could impact on the driver.
- **Training of Drivers** – It is the administrator’s responsibility to train the bus drivers on these procedures when preschool children are being transported. The program shall have a signed statement from the bus driver that these procedures have been reviewed and understood. Any time a new bus driver is hired, and will be transporting preschool children, the administrator shall also train them on the required procedures.
- **Transportation Policies** – It is the administrator’s responsibility to review these procedures with parents so that they understand their role as regards to releasing the child to the driver, ensuring a responsible adult is available to receive the child, dropping off medication and providing up to date emergency contact information. The parent shall sign that they have reviewed and understand the procedures.

SCHOOL BUS DRIVER RESPONSIBILITIES AND PROCEDURES ORIENTATION

The following procedures have been reviewed with me prior to transporting preschool children on my bus route:

- When I arrive to pick up a child from the bus stop, they will be with a responsible adult.
- If children are being left alone at the bus stop, I will relay this information to the Principal.
- I will accept and deliver any medication, and understand that children cannot transport medication in backpacks, lunch bags, coat pockets, etc.
- Preschool children must sit in the front row(s) of the bus.
- Preschool children may not sit with school age children except for siblings.
- I will have emergency contact information for any child that I transport. If I do not have the emergency information, I will contact the program and I will not transport until it is received.
- When the bus arrives at the school, I will not allow the preschool children to exit the bus unless the designated public school employee is available to receive them.
- When the bus arrives at the child's drop off site, I will not allow the preschool children to exit the bus unless the designated responsible adult is there to receive them.
- If no one is at the drop off site to receive the child, I will return the child to the school and deliver the child to the principal or designee.
- Preschool children will never be left on the bus without an adult present.
- I will not transport more than 15 preschool children if the age of the youngest child is three, and no additional adults are present. If the age of the youngest child is four, I will not transport more than 20 preschool children without an additional adult.
- I will be informed by public school staff of any special behavioral, emotional or physical needs of the children.

Name of bus driver (please print)

Signature of bus driver

Date Reviewed

Signature of Principal or Designee

Date Reviewed

Original to be maintained in program's files

RESPONSIBILITIES AND PROCEDURES

- I understand that it is my responsibility to train any bus drivers who are transporting preschool children from the school.
- I will provide up-to-date emergency information for all children who are transported.
- I will inform parents of their responsibilities when their children are transported on a school bus.
- I will develop, in conjunction with the principal or designee, the procedure that will be followed to ensure:
 1. All bus drivers will complete the appropriate training and sign the procedures form.
 2. The steps that will be taken if there is not a responsible adult at the child's drop off point.

Indicate below the developed procedures:

Principal's Name (or designee)

Signature

Date

TRANSPORTATION POLICIES FOR PARENTS

The following procedures have been reviewed with me prior to my child being transported on a bus route:

- When I leave my child at the bus stop, they will be with a responsible adult.
- I will give any medication to the bus driver, and understand that children cannot transport medication in backpacks, lunch bags, coat pockets, etc.
- Preschool children must sit in the front row(s) of the bus.
- Preschool children may not sit with school age children except for siblings.
- I have provided emergency contact information for my child. If I do not provide emergency information, my child will not be transported until it is received.
- When the bus arrives at the school, the driver will not allow the preschool children to exit the bus unless the designated center employee is available to receive them.
- When the bus arrives at the child's drop off site the driver will not allow the preschool children to exit the bus unless the designated responsible adult is there to receive them.
- If no one is at the drop off site to receive the child, the driver will return the child to the school and deliver the child to the principal or designee.
- Preschool children will never be left on the bus without an adult present.
- The driver will not transport more than 15 preschool children if the age of the youngest child is three, and no additional adults are present. If the age of the youngest child is four, the driver will not transport more than 20 preschool children without an additional adult.
- I will inform center staff of any special behavioral, emotional or physical needs of my child(ren).
- OTHER policies: _____

Name of Parent (please print)

Signature of Parent

Date Reviewed

Signature of Bus Coordinator

Date Reviewed

Original to be maintained in center's files