

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Bus Inspections on Field Trips to Kindergarten Classes
Approved: May 15, 2003 Revised: July, 2003 July, 2005

REGULATION:

Tennessee Department of Human Services Licensure Rules for Child Care Centers Serving Pre-School Children (Section 1240-4-3-.06)

POLICY:

When LEA (Local Education Agencies) school buses are used to transport Head Start children on the transition field trips to local kindergarten classrooms, Head Start staff serve as monitors. Each and every time the bus unloads (at the field trip destination and at the Head Start center) two Head Start employees will inspect the bus. This is to assure that no Head Start child is left unattended on the bus. If a Head Start child is left on a bus unattended, the Head Start staff responsible for the bus inspection will be terminated from employment with the Head Start program.

PROCEDURES:

1. Before the children load onto the bus, the staff will discuss emergency evacuation procedures with the children and then show them emergency exits as they enter the bus.
2. The Head Start staff will be responsible to make sure all cargo, luggage, or equipment of any type shall be adequately secured at all times in such manner as to protect the passengers in case of accident or emergency maneuvers.
3. Head Start Teaching Staff will maintain the "Field Trip Bus Log" (see next page). This includes documenting each child that rides the bus. This also includes making written comments concerning any changes concerning a child's riding status—examples: child's name is on the log as being a passenger and at the kindergarten classroom the parent decides to take the child with her instead of the child riding the bus back to the center. The comment section should reflect that situation. The "Field Trip Bus Log" must also be used for roll call upon the group entering or re-entering the bus during the field trip.
4. After the last child has gotten off the bus at each stop, a Head Start employee will walk through the bus and then look under all seats. Another Head Start employee will then do the same thorough inspection making sure there is no child left on the bus before leaving the bus unattended. Both employees will initial the Field Trip Bus Log after each inspection.
5. The completed Field trip Bus Log will be faxed to the Area Manager. The original forms will be kept on file in each classroom.

SOUTHWEST HRA HEAD START
FIELD TRIP BUS LOG

Bus Driver _____ Monitor _____

Date of field trip _____ Departure time _____

Destination(s): _____

Children riding bus	Comments
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Stop #1 _____

Inspected by: _____ & _____

Stop #2 _____

Inspected by: _____ & _____

Stop #3 _____

Inspected by: _____ & _____

Stop #4 _____

Inspected by: _____ & _____

(Original completed form kept on file in each classroom; fax copy to Area Manager)