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|  <b>Policy #: T-7</b> | <b>Effective Date:</b> 6/22/10                  | <b>Page #:</b> 1 of 2 |
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**COMPONENT: TRANSPORTATION**

**SUBJECT: DRIVER AND BUS MONITOR TRAINING**

**PERFORMANCE OBJECTIVE:** Drivers must receive a combination of classroom instruction and behind-the-wheel instruction sufficient to enable each driver to operate the vehicle in a safe and efficient manner; safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers; administer basic first aid in case of injury; handle emergency situations, including vehicle evacuation procedures; operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints; conduct routine maintenance and safety checks of the vehicle; and maintain accurate records as necessary. Drivers must also receive instruction on the topics listed in 45 CFR 1304.52 and the provisions of the Head Start Program Performance Standards for Children with relating to transportation services for children with disabilities. Drivers must receive refresher training courses and any additional necessary training to meet the requirements applicable in the State where the agency operates. Head Start must ensure that drivers who transport children qualify under the applicable driver training requirements set by the State. The annual evaluation of each driver must include an on-board observation of road performance. Before bus monitors assigned to vehicles used to provide such services begin their duties, they are trained on child boarding and exiting procedure, use of child restraint systems, any required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre- and post-trip vehicle check.

**POLICY AND PROCEDURE:**

Drivers hired by Highland Rim Economic Corporation must receive a combination of classroom instruction and behind-the-wheel training as required by and the State of TN to be granted a bus driver permit.

Additional training provided by Head Start includes, but is not limited to:

- Child boarding and exiting procedures
- Pick up and release of children
- Railroad crossing safety
- Emergency and evacuation procedures
- Special assistance required based upon a child’s IEP
- Operation of special equipment
- Completing required paperwork
- Post trip inspections (ensuring no child left on bus)
- Child restraint systems
- Child development and management
- Child abuse and neglect
- Agency procedures

Drivers must receive refresher training courses necessary to meet new requirements applicable to the State of TN.

Drivers must become and remain certified in CPR and First Aid through training offered by Highland Rim Head Start or community partners.

Bus monitors receive training as part of new staff orientation on the following items:

- Child boarding and exiting procedures
- Pick up and release of children
- Child restraint systems
- Required paperwork
- Emergency and evacuation procedures
- Use of special equipment
- Special assistance required based upon a child's IEP
- Pre and post trip inspection
- Child abuse and neglect
- Child management
- Developmental activities that can be used on the bus