

Transportation Safety and Parent Education

Head Start Performance Standards and Office of Child Care Licensing, Oregon Department of Education Pupil Transportation Division

§ 1303.74

OAR 414-300-0350 5 (a)(b)(c)

Policy

Transportation staff will educate, and train other staff members and Head Start families about safety procedures that prepare them for riding the school bus and for emergencies in and around the school buses.

Transportation Staff Qualifications

- Child to staff ratio 1:10 must be always maintained on Head Start school buses.
- Bus drivers are counted in staff/child ratios only on the bus.
- Staff should be teacher-qualified or Aide II qualified. Aide I qualified staff may count in the staff/child ratios if one other staff is teacher qualified.
- An adult in the vehicle shall be trained in first aid and the vehicle shall be equipped with a cell phone or other communication device.

Procedure

- Bus drivers and monitors must ensure all children are securely buckled in the appropriate restraints systems either a Star Child Restraint Seat or EZ on Vest while the bus is in motion.
- All aisles and emergency exits must be kept clear of any obstructions.
- No food or drinks are allowed on the school bus per **Oregon Department of Education** rules OAR 581-053-0230 (cc).
- Children may bring the Head Start assign backpacks on the school bus that will contain a small blanket for rest time in the classroom at the beginning of the week and at the end of the week.
- No item that has potential to cause injury is allowed on the school bus.
- At Head Start Orientation or at Meet and Greet, Transportation staff or teachers will present transportation families with a copy of the **School Bus Safety Guide** document, Releasing Children from the classroom and buses policy & procedure(P&P), Active Supervision P&P, Policy Surveillance Camera on Head Start Transportation Vehicle P&P, Transportation Safety and Parent Education P&P, Walking Through the Years, Pedestrian Safety for Your Child pamphlet, School Bus Stop Information Form, Transportation Surveillance Agreement form.
- Each family of the program will be given a copy of the **Walking Through the Years, Pedestrian Safety for Your Child** pamphlet in the orientation/enrollment packet.
- If there are challenges at bus stops with safety, Bus Drivers or Bus Monitors will give parents a copy of the **Bus Stop Safety document**.

Forms Referenced:

[Injury/Accident Report, Bus Monthly Emergency Evacuation Drill Form,
Vehicle Pre-Trip Checklist, Vehicle Post-Trip Checklist]

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- If a child refuses to get on the bus to go home or to school, transportation staff will work with the teacher or parent to attempt to redirect the child to their seat. If this is unsuccessful, the child will be allowed to remain with the teacher or the parent. It will be the parent/guardian's responsibility to take the child to school or if the teacher contacts the parent/guardian to pick up the child from school.
- For all injuries that occur to the child while on the bus, Transportation Staff are responsible for completing an **Injury/Accident Report**. Once the form has been completed, it is given to the classroom teacher (a copy to the Transportation Supervisor). The teacher will review the incident and follow the policy as directed in the **Reporting Injury and Accidents** Policy and Procedure. For details on how to complete the form and when to use it, refer to **Reporting Injuries and Accidents**.
- The Bus Driver and Bus Monitor are responsible for teaching the children safe riding practices that include safe procedures for boarding and leaving the bus, recognizing the danger zones around vehicles, and emergency evacuation procedures. Children will participate in monthly emergency evacuation drills conducted on the bus.
- Bus staff will conduct monthly emergency evacuation drills with children and use the **Monthly Bus Emergency Evacuation Drill** form. This will be sent to the Transportation Supervisor when completed.
- The first drill must be conducted within 1st week of the 1st day of the program starts per Office Head Start. Thereafter the monthly drill must be conducted by the 20th of each month.

Driving Safely

Bus Drivers will:

- Driver and monitor will complete **Vehicle Pre-Trip** and **Post-Trip Checklist**
- The Bus Driver and Bus Monitor are to wear their seat buckle while the bus is in motion. Unless there is an emergency.
 - Always operate the bus in a safe, reasonable, and prudent manner in accordance with all State laws and Federal Regulations for School Bus Drivers
 - Not using a bus for any purpose other than transporting students to and from school, except by special direction of the Transportation Supervisor or Early Childhood Program Manager or Head Start Director.
 - Follow all local, state, and federal traffic laws and ordinances.
 - Ensure that all doors on the bus are kept closed while the bus is in motion.
 - Ensure children are seated in their restraint seats before putting the bus in motion.
 - Bus drivers are not allowed to pick up and drop off child/ren except at their designated bus stop without the authorization of school "program" official OAR 581-053-0230 (u)
 - Must not fill the fuel tank while children are on the bus.
 - Must not transport any child and or anyone who is not in the Head Start Program.
 - Community Action Staff member, or an official of the program while travelling on the regular route, unless authorized to do so by Transportation Supervisor or Early Childhood Program Manager or Head Start Director.

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- Bus must stop at all Tri-Met Light Rail and Railroad tracks in Washington County or anywhere the bus is traveling. The driver will follow all State and Federal rules for crossing Railroad tracks.
- Will always remove the ignition keys when they leave the driver's seat.
- The driver will pull over if a life-or-death emergency arises while a child is riding the bus and call 911 immediately **See Reporting and Responding to School Bus Accidents Policy and Procedure.**
- Drivers must stop the bus if any difficulty arises or if disorder prevails on the bus, making it unsafe to drive.
- The driver will never leave a student's alone on the bus. Drivers will lock and secure buses when not in use.
- Cell phone use, with or without a hands-free device, while driving a school bus is strictly forbidden.
- Drivers and bus staff will not eat or drink while the bus is in motion.
- Everybody is prohibited from using any electronic vapes, cigarettes, and tobacco products on the bus and within 10 feet of the bus.
- Bus Drivers will walk through their bus to ensure that there is no child left behind before parking and exiting the bus.
- Staff will place the **"NO CHILDREN ON BUS" sign** in the back window when the post trip checklist is completed there are no children on the bus.
- **The Transportation Supervisor** will conduct 2 annual **Driver Road Evaluation** for each driver and 2 bus route observations for each route. The 1st evaluation will be conducted during the first 45days of the program and the 2nd will be conducted sometime in the spring.
- Drivers will have at least 8 hours of Oregon Department of Education approved training per year.