



# School Bus Transportation



## Parent/Guardian/Staff Handbook

Please Call School First at 760-872-3911 or 760-937-6735 with any transportation questions and staff will relay the message to the monitors and drivers.

Bus	Driver	Sub Drivers
85	Darrin Bernard	Susie Cisneros
86	Gwen Turner	Lena Dondero

## TABLE OF CONTENTS

<b>Welcome Letter</b>	<b>Page 3</b>
<b>Friendly Transportation Reminders</b>	<b>Page 4</b>
<b>Transportation Safety Transitions</b>	<b>Page 5</b>
<b>1303.74 Safety procedures</b>	<b>Page 6</b>
<b>Danger Zones</b>	<b>Page 7</b>
<b>Think Safety-Loading the bus</b>	<b>Page 8</b>
<b>BIHS Transportation Education Chart</b>	<b>Page 9</b>
<b>Daily sign/out procedures</b>	<b>Page 10</b>
<b>Transportation Medication Policy</b>	<b>Page 11</b>
<b>Field Trips</b>	<b>Page 12</b>
<b>Hazardous Road Conditions</b>	<b>Page 14</b>
<b>No Idle Zone / Anti-Idling</b>	<b>Page 14</b>
<b>Bus Driver Policy</b>	<b>Page 15</b>
<b>1303.73 Trip routing.</b>	<b>Page 16</b>
<b>1303.75 Children with disabilities.</b>	
<b>School Bus Accident Policy and Procedures</b>	<b>Page 17</b>



### Safety Reminders:

- Do not let your child run towards the bus!
- Do not encourage your child to jump off the bus!
- Do not let your child throw their backpack at you!

Dear Parents, Guardians and Staff,

BIHS staff believes forming parent, family and community partnerships enables us to provide a wonderful experience for you and your child in preparing for kindergarten and overall school readiness. Parents and Guardians participating in Transportation and Pedestrian Safety Education activities increases Health and Safety Awareness for your child, family and our community.

Our Transportation Team recognizes we take on an extremely important job, seeing that your child is safely transported to and from school and during field trips. We must meet high standards and regulations set before us in seeing that these procedures are met, and with your help and involvement we can ensure that we are doing everything possible for the safety of your child.

Head Start standards have set high regulations on the protection for each child enrolled. We must take constant control on the whereabouts of each child. If your child rides the bus from school, we implement the rules on accountability and with your help this should become a smooth process period. Regulations state that we must keep daily attendance records (just like the ones in the classrooms) on the bus. In the afternoon, the Teacher or Staff member will release your child to the Bus Driver. When your child is brought home or to the designated drop-off spot, a Parent/Guardian or Emergency Contact Person **MUST MEET** the Bus and sign-off, showing that you have received your child. In the morning, the school bus driver will have you sign your child in for bus transportation services and request you write where your child will be transported home. When the morning driver arrives at school, a staff member will escort your to their classroom and the teacher will sign your child into class.

Official route schedules will be released in the second week of the start of school. Remember these are only approximate times allowing for 15 minutes prior to drop off time and 15 minutes after scheduled drop off times. Please read the attached information in this Transportation Handbook and sign that you have received the handbook with your classroom teacher.

I would also like to invite all of you to participate in our first School Bus Evacuation Drill. We will talk to the children about the rules of the bus, how to board and exit the bus safely and staying buckled up. We show them how to evacuate the bus in an emergency and the “DANGER ZONES” of the bus. Pedestrian activities will emphasize on traffic signs, helmet wearing, crossing the street, walking on the right side of the road, buckling up, etc.

Please feel free to call any time with questions.

Buckle-up Someone Needs You!



## Friendly Transportation Reminders

- ✓ To keep legality and route times on schedule, we must have all transportation forms current and Prior to departures from school.
- ✓ Be sure and have someone home during 2:30 pm – 3:30 pm (Early Days-11:45am). Bus Schedules are only approximate. Big Pine families should be home between 3:00pm - 4:00pm (Early Days-12:30 pm).
- ✓ If you know that no one will be home during this time; please come to the Head Start Center No Later than 2:15 pm and 11:45 am on early release days.
- ✓ When no one is home to meet your child at their drop off location, the child must come back to school for the parent/guardian to pick up.
- ✓ The buses will ONLY take children to the location the parent/guardian has designated on the Transportation Form. If the child needs to be taken to another location a NEW Transportation Form must be filled out 6 hours prior to buses leaving. **No Phone Calls will be accepted!**
- ✓ If an EMERGENCY arises a phone call may be made to the school as soon as possible, stating the nature of the Emergency.

PLEASE be outside ready to meet your child when the bus arrives, there will be NO phone calls or door knocking. If no one comes to meet the child, the child will be taken back to Head Start and the parent will have to pick the child up at the school. **School Bus drivers can only keep children on the bus for 1 hour.**

- ✓ Buses will not be driving up long driveways for home delivery. The drop off site will be determined at the safest main road location.
- ✓ Please review the Bus Drop off Policy with babysitters and child care providers.
- ✓ If your child is dropped off on the road, opposite side of the home, please wait until the bus has fully stopped before crossing. Once the bus has stopped and you have signed your child off, the bus driver will cross you back across the street. Even though it is against the law to pass a stopped school bus, there are still violators out there.
- ✓ Your child's teacher will go over bus safety rules, during your home visit. Please practice with your child at home before the first day of riding the bus.

## **BIHS School Bus Transportation Safety Transitions**

**Policy:** Bishop Indian Head Start ensures all children are transported to school, field trip activities and returned to their homes safely.

### **Procedures:**

1. The Bishop Indian Head Start children will be transported only by a School Bus certified by a California Highway Patrol Safety Officer.
2. All transportation and emergency forms must be completed and turned into Bishop Indian Head Start transportation department prior to any child riding the school bus. Transportation forms must be current prior to departures from school. The buses will **ONLY** take children to the location the parent/guardian has designated on the Transportation Form. If the child needs to be taken to another location, a NEW Transportation Form must be filled out 6 hours prior to buses leaving the center. No phone calls will be accepted. If an EMERGENCY arises, a phone call may be made to the school as soon as possible, stating the nature of the Emergency. This information will be given to the child's Teacher, Bus Driver and the child's center file.
3. The Parent or Guardian must notify the Bishop Indian Head Start Center by 6:30 am if their child will not be attending school or riding the bus home. Our Head Start Center has an answering machine for messages left during the time when staff is not available. Head Start Staff will start arriving at School around 6:00 am. Parents will need to bring their child to school no later than 8:00am each morning. The Bishop Indian Head Start will provide morning Bus service for families with no transportation. Children may be dropped off in the classroom no earlier than 7:45am.
4. To ensure the safety of the child, the Bus Monitor will help the child get on and off the bus. While on the bus the Monitor will make sure the child is properly belted in, facing forward, feet and backpacks under seats and voices are low and respectful to others. The Bus Monitor will also escort the children to the exit door to the awaiting parent or guardian at the drop-off location. Teachers, Associate Teachers and other Head Start Staff will assist children to the appropriate school bus. Buses will depart Monday thru Thursday from school at 2:30pm and 12:00 pm on Early Days. The Big Pine bus departs Bishop at 6:30 am and begins route around 7:00 am in Big Pine. In the afternoon, Big Pine routes begin around 3:00 pm.
5. It is the responsibility of the Head Start Bus Driver to ensure that No Child will be dropped off at a designated drop-off point if the Parent, Guardian or Emergency Contact listed Person is not present to meet the child. Any persons not recognizable to the Bus Driver or Bus Monitor will have to produce a current picture I.D. to the Bus Driver proving that they are the person on the contact list. All persons accepting children must be 18 years or older.
6. If no one is present to meet the child, the child will be taken back to Bishop Indian Head Start and it will become the responsibility of the Parent, Guardian or Emergency Contact Person to pick the child up at the school office. If the child is not picked up by 5:00 pm and all efforts to contact the Parent, Guardian or Emergency Contact Person have failed, the Head Start Director will contact the Inyo County Sheriff Department and or the Bishop Paiute Social Service Department. The child will be turned over to the care of CPS (Child Protective Services) and or ICWA Social Service Worker. The Parent or Guardian must contact the Head Start Director to arrange a conference to discuss the seriousness of the situation and to once again establish Bus transportation service for the child.
7. At no time shall the Bus Driver or Bus Monitor exit the Bus unless it is an Emergency or a cross over is deemed necessary for a child. Parents/Guardians or the drop off contact person must meet their child at the Bus exit doorsteps and sign-off their child (a full name signature and time must be recorded on the document). Children may only remain on the Bus for 1 hour. The parent/guardian or drop off contact person must be outside ready to meet the bus when it arrives. There will be NO phone calls or door knocking. If a parent/guardian or drop off contact person does not come out to meet the child, the child will be taken back to Head Start and the parent/guardian will have to pick the child up at the center.
8. The Bishop Indian Head Start school buses leave at 2:30 pm Monday-Thursday and 12:00 pm on Early Days. Please make sure someone is home to receive your child at the drop off time. Bus schedules will be given out, remember that these are approximate times and that you should allow extra time allowance for Buses to arrive. The bus schedule once established should run around the same time each day.

**Transportation Safety Education Curriculum**  
**Meeting the Head Start Program Performance Standards**

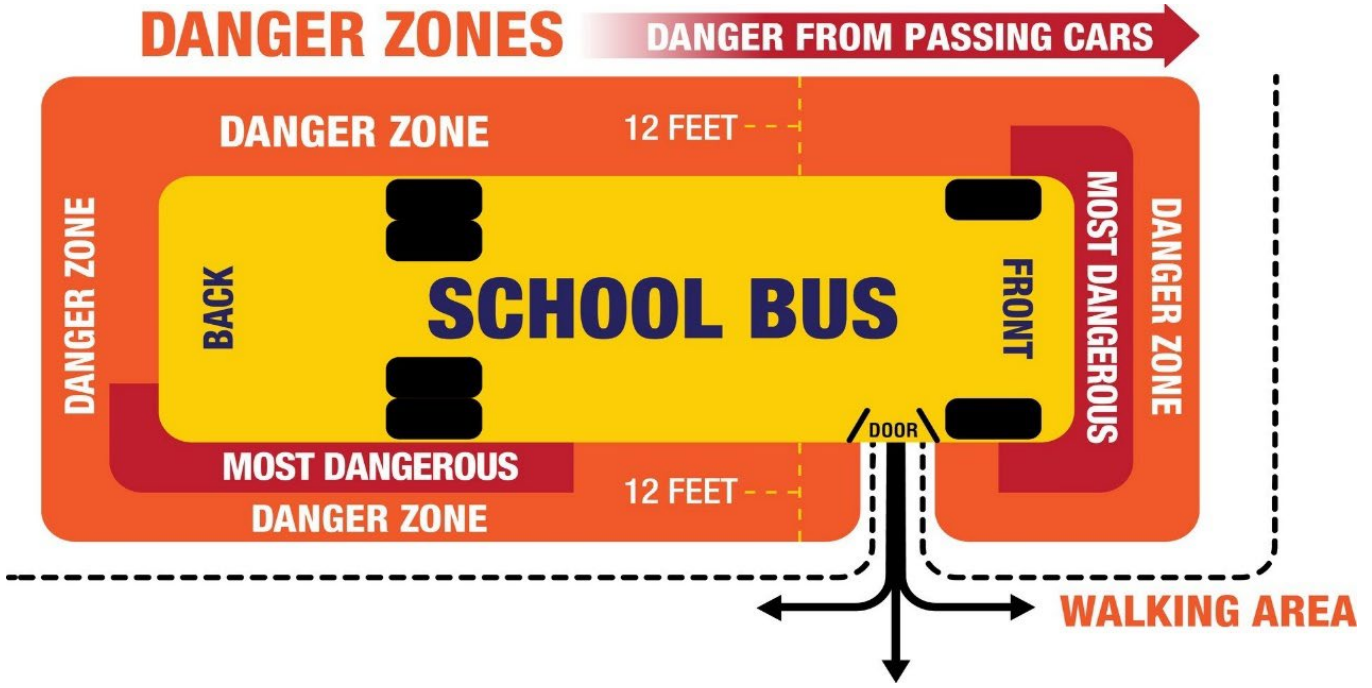
**1303.74 Safety procedures.**

(a) A program must ensure children who receive transportation services are taught safe riding practices, safety procedures for boarding and leaving the vehicle and for crossing the street to and from the vehicle at stops, recognition of the danger zones around the vehicle, and emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.

(b) A program that provides transportation services must ensure at least two bus evacuation drills in addition to the one required under paragraph (a) of this section are conducted during the program year.

Bishop Indian Head Start Transportation and Education Team ensure children, families, guardians and staff receive training in:

1. Safe riding practices
2. Safety procedures for boarding and leaving the vehicle
3. Safety procedures in crossing the street to and from the vehicle stops
4. Recognition of the danger zones around the vehicle
5. Emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding
6. The importance of parents and or guardians escorting their children to the vehicle stop and the importance of reinforcing the training provided to children regarding vehicle safety.



## Danger Zone Continued

- ❖ If your student misses the bus at their regular stop, do not follow the bus to the next stop and let your child walk/run beside the bus to get on. The driver cannot see the student in the danger zone, especially if it is dark and could possibly hit them as they pull away from the stop. Take your student to school.
- ❖ Make children stay at least 12 feet away from the bus. Children will be able to see the driver and the driver can see them.
- ❖ If you must cross the street, wait for the bus driver to cross over to you with your child!
- ❖ Warn the children that, if they drop something, they should never pick it up. Instead, they should tell the driver and follow the driver's instructions. If they bend over to pick up a dropped object, they might not be seen by the driver and could be hurt if the driver pulls away from the stop.
- ❖ Remind children to look to the right before they get off the bus. Car drivers in a hurry sometimes try to sneak by the bus on the right-hand side.
- ❖ Teach your child to secure loose drawstrings and other objects that may get caught in the handrail or door of the bus as they are exiting.
- ❖ If you meet your child at the bus stop after school, wait on the side where the child will be dropped off, the bus driver will escort you across the street with your child. Children can be so excited at seeing you after school that they may dash across the street and forget the safety rules.

### School Bus Danger Zone

Each student must be aware of the area surrounding the school bus called the Danger Zone. The Danger Zone is the area extending twelve feet in all directions from the school bus in which serious student injuries and deaths occur. When the student boards and leaves the school bus they must follow the routes or arrows shown in white on the Danger Zone illustration. This always places them within view of the school bus driver.



## BIHS School Bus Safety Curriculum Chart

Bus Drivers and Teachers provide bus safety curriculum during the school year. The Bus Safety program demonstrates procedures that ensure our children a safe school bus ride during school field trip activities, the school bus ride to/from home, and pedestrian safety in their own personal surroundings.

<b>RULES FOR BOARDING THE SCHOOL BUS:</b>	<b>RIDING THE SCHOOL BUS:</b>	<b>UNLOADING THE SCHOOL BUS:</b>
Always think about Safety	Always follow directions, listen to the Bus Driver and Monitor	Never unbuckle your seat belt while the bus is moving. The Bus Driver will tell you when it is safe to start unbuckling (Bus Driver and Bus Monitor will help children)
The need to use the bathroom should be taken care of prior to lining up (some children are on the bus close to an hour)	Never unbuckle seat belts until Bus Monitor says it is ok to do so	Continue to stay in seats until Bus Driver or Bus Monitor tells
Be ready and lined up to board the bus when it arrives	Keep your feet and arms in front of you and always sit on your bottom. Never throw anything out the windows	Riders closest to the front of bus leave their seats first
No running or pushing when waiting for bus to arrive	No Eating, Drinking or Gum chewing. No Balloons or live critters	No pushing friends in front of you, or walking backwards
Only load bus when Bus Driver or Teachers say it's safe to board	Toys, items brought to share and class projects need to be tucked away in backpacks (Parents please always send a backpack and an extra set of clothing with your child to school each day)	Use the handrail when getting off the bus
Never go near the "DANGER ZONE" of the bus (children will be taught about the "Danger Zone")	Don't talk too loudly or shout while on the bus so the Bus Driver can do their job safely	Stay by your Parent/Guardian until bus leaves
Hold the handrail while you get on the bus	Always be nice and respectful to your friends	Never walk behind the bus, or reach under the bus for anything, the "DANGER ZONE"
Go to your seat, sit down and BUCKLE UP (staff helps)		

## DAILY BUS SIGN IN/OFF POLICY

TITLE OF FORM: Bus Daily Attendance & Parent Release Record

DATE STARTED: First day of School

DATE COMPLETED: Last Day the Child Rides School Bus



### PROCEDURE:

1. Each child will be signed on and off the bus by the teaching staff, Parent/Guardian or approved caretaker.
2. The Bus Driver will ensure the bus route is conducted in a timely manner and as scheduled with each stop.
3. When leaving the Bishop Indian Head Start Center, the Bus Monitor along with the Teaching staff will escort children on the school bus from individual classrooms, signing the Bus Daily Attendance & Parent Release Record form, releasing children to the Bus Driver.
4. The Bus Driver will arrive at the bus stop. The Bus Monitor will assist the child at the bus front exit doorsteps. The Parent/Guardian or approved caretaker will document the time and full signature sign as the approved person taking the child from the Bishop Indian Head Start school bus, thus releasing Bishop Indian Head Start Bus Driver from custody of the child's care.
5. When dropping off the child and No one is at the bus stop or is under 18 years of age, the child will be returned to the Center. This will implement the Emergency Contact Procedures.
6. Any persons not recognizable to the Bus Driver or Bus Monitor will have to show a current picture I.D. to the Bus Driver proving that they are the person on the contact list.
7. Completed Bus Daily Attendance & Parent Release Records will be maintained by the Administrative Assistant and or Lead Bus Driver

## Transportation Medication Procedures



TITLE OF FORM: Medication Form  
 DATE STARTED: First day of School  
 DATE COMPLETED: Last Day the Child Rides School Bus  
PROCEDURE:

- ✓ A sign off sheet must be used to document the medicines chain of custody.
- ✓ The medication must be securely locked once on the bus and never unattended.
- ✓ Once arrived at the Head Start Center the medicine will be turned over to the Health & Disabilities Manager.
- ✓ Once the bus prepares to load for home departure the Health & Disabilities Manager again releases the medication to the Bus Driver. Following procedures from chain of custody.
- ✓ When the bus reaches the child’s drop off location, the medicine is unlocked and given to the parent/guardian and signed off for on the chain of custody medication form.

Bishop Indian Head Start-Chain of Custody Medication Form

Name of Child: \_\_\_\_\_ Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Type(s) of Medication Approved and Signed by Physician: \_\_\_\_\_

Special Instructions for Medication: \_\_\_\_\_

Parent Name Release: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bus Driver Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Health & Disabilities Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bus Driver Acceptance Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent /Guardian Acceptance Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Field Trip Safety

### Policy

BIHS staff will ensure that safety is the priority on all field trips and outings away from the BIHS site.

### Procedure

1. A minimum of two adults will accompany children on any outings that are not on BIHS premises.
2. Children will wear identification tags or buttons on all outings including trips to nearby parks. The child's name will not appear on tag/button. Identification shall consist of "BIHS" and the office telephone number. For safety reasons, tags/buttons are not to be worn around the neck.
3. Emergency consent forms and properly stocked First Aid Kits must be taken on all field trips and other outings.
4. There must be a ratio or cell phone of at least one adult per eight children on field trips and whenever possible the adult/child ratio should be as high as one adult per two children. It is particularly important to have a high adult to child ratio when going to places that have either a large number of people present or near water (river, lakes, ponds), areas that are remote and have few emergency facilities/phones nearby.
5. Teachers must ensure that medication or equipment needed to ensure the safety of a child with special medical needs (asthma, diabetes or other potentially life threatening conditions) is taken on the field trip.
6. If there are children who need one on one monitoring or attention and they are currently receiving services from EC CCARES or has a Behavior Plan, teachers should call to make arrangements to have EC CCARES or child's parent(s)/guardian(s) accompany the child on the fieldtrip.
7. Toileting: A BIHS staff person will always accompany children into off-site restrooms during fieldtrips. If gender restrictions on the public restroom facilities might interfere with this, the teaching staff are required to make arrangements to assure that teaching staff can accompany either male or female children into the public restroom.

### Field Trip Planning

*BIHS field trips will be preplanned and developmentally appropriate for children and enhance the educational experience of children, parents, volunteers and staff.*

### Transportation

1. No more than one (1) hour in one-way travel time.
2. Any field trip requiring bus transportation must be pre-approved by the BIHS Director on the Activity Request form. Request for bus service from BIHS must be approved one week prior to the scheduled field trip.
3. No siblings are permitted to ride the bus on field trips. Siblings attending field trips (via personal vehicles) are the sole responsibility of the parent/guardian for supervision. Private vehicles can only be used by parent or authorized people to transport their own children. No other BIHS children may ride in that private car.
4. Parents escorting siblings cannot be counted in the ratio of one adult per every four children (4:1) since they are totally responsible for taking care of the siblings.
5. BIHS children riding in their parent's vehicle during a field trip must be signed out and released to the parent(s)/guardian(s) prior to leaving on the field trip.
6. Parent(s) or guardian(s) who request their child to be transported by individual using own vehicle must sign a permission slip for BIHS Child to ride in a private car. Such child will only be signed out by such person if that person is also on the child's pick-up list. Such child will be signed out of the BIHS Sign-In/Out classroom sheet and will be responsibility of the person indicated by the parent on the permission slip.

***Bishop Indian Head Start children who are not signed in or out by the parent(s)/guardian(s) are the responsibility of the BIHS staff.***

### Teacher Responsibilities

1. The field trip will be relevant to the curriculum (reflective of needs, interests, and cultures of children). Document relevance on Activity Request form.
2. Staff will check that parents have signed permission for field trips. If there is no record of signed permission form, written permission will be obtained.

3. Classroom discussion will happen both before and after the field trip to prepare children and assess outcomes.
4. Parents and volunteers will accompany field trips to ensure adequate supervision with appropriate adult/child ratios. There will be a ratio of at least one adult per eight children on field trips. Whenever possible the adult/child ratio should be as high as one adult per four children. It is particularly important to have a high adult to child ratio when going places that have either a large number of people present or near water (river, lakes, ponds), areas that are remote and have few emergency facilities/phones nearby. If possible, an adult/child ratio should be as high as one adult per two children.
5. Children will be counted, and names recorded on an attendance sheet prior to leaving, at arrival and before returning.

### **Parent Responsibilities**

1. Parents will be notified of any details about each field trip.
2. Alternate arrangements will be made for children unable to participate.
3. BIHS staff will discuss field trips at parent meetings, sharing how the field trips integrate into the curriculum, and how parents can be involved.
4. Parents are encouraged to attend fieldtrips; however, they may need to provide their own transportation due to limited seating on the bus.

### **Steps to request field trip permission.**

1. Teachers will submit an Activity Request Form to the Director for approval at least 5 days prior to the field trip date.
2. A Field Trip Planning Checklist must be completed as the planning process by each Lead Teacher to assure appropriate planning and a smooth day.
3. The Health and Disabilities Manager and or Director will approve all menu requests for field trips.



## Hazardous Road Condition Policy

### Policy

Bishop Indian Head Start will ensure the safe transportation in case of a hazardous road condition or change in the usual route.

### Procedure

1. The driver will notify the Transportation Manager (BIHS Director) to decide on changes to the unusual route due to hazardous road conditions or some other unusual situation.
2. If the Transportation Manager (BIHS Director) is not available, the chain of command is:
  1. Lead Driver
  2. Health and Disabilities Manager
  3. Assistant Director
  4. Tribal Administrator
  5. Assistant Tribal Administrator
  6. Maintenance Supervisor
3. Each situation will be dealt with in an individual manner, as every circumstance will be different.

## No Idle Zone / Anti-Idling

### Policy

Bishop Indian Head Start has identified unnecessary vehicle idling as a contributor to air pollution and increased health risk. One of the areas where unnecessary idling occurs the most is at schools where buses and cars line up to drop off and pick up children.

### Procedure

1. 'No Idle Zone' signs will be posted in the drop off/pick up areas.
2. Information about idling and the No Idle Zone program will be distributed to families.
3. Information about idling and the No Idle Zone program will be distributed to all Head Start employees who operate program vehicles, including but not limited to bus drivers, maintenance personnel and food service delivery staff.

## BUS DRIVER POLICY

**PERFORMANCE OBJECTIVE:** It is the Bishop Indian Head Start bus driver responsibility that the Head Start children be transported in the safest manner possible.

### OPERATIONAL PROCEDURE:

1. When driving the Bus; the driver of the bus is in full charge of the vehicle and the children.
2. The Bus shall not be used for personal business at any time.
3. All drivers must observe all highway rules and regulations.
  - a. The speed used must be safe for the road conditions.
  - b. The speed limit will not be exceeded.
  - c. Drivers will abide all laws.
4. Drivers will not operate a Bus while under the effects of any medications, drugs or substances that are known to impair ability to drive in a safe manner.
5. No driver will operate the Bus under emotional distress.
6. Motor will not be left running while unoccupied.
7. Abusive language will not be used toward children.
8. A Bus Monitor will ride on the bus to help with the children. He or She must sit among the children not in the front seat.
9. To eliminate behavioral problems, educational activities may be used (singing, I spy games).
10. All Drivers must have a current valid Class B w/PS endorsement and a California Special Driver Certificate license in their possession and be insurable.
11. Drivers must validate checking bus for children, to see if any child is left on bus after children exit bus.
  - a. Bus is physically checked from back to front, checking under passenger seats also.
  - b. After clearance of NO passengers, a sign is secured to inside passenger window in front before driver exits bus at end of run.



### 1303.73 Trip routing.

- (a) A program must consider safety of the children it transports when it plans fixed routes.
- (b) A program must also ensure:
  - (1) The time a child is in transit to and from the program must not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical;
  - (2) Vehicles are not loaded beyond maximum passenger capacity at any time;
  - (3) Drivers do not back up or make U-turns, except when necessary for safety reasons or because of physical barriers;
  - (4) Stops are located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle;
  - (5) When possible, stops are located to eliminate the need for children to cross the street or highway to board or leave the vehicle;
  - (6) Either a bus monitor or another adult escorts children across the street to board or leave the vehicle if curbside pick-up or drop off is impossible; and,
  - (7) Drivers use alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks, or emergency road closing.

### 1303.75 Children with disabilities.

- (a) A program must ensure there are school buses or allowable alternate vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. This requirement does not apply to the transportation of children receiving home-based services unless school buses or allowable alternate vehicles are used to transport the other children served under the home-based option by the grantee. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start or Early Head Start program.
- (b) A program must ensure special transportation requirements in a child's IEP or IFSP are followed, including special pick-up and drop-off requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for bus drivers and monitors.



## Bishop Indian Head Start

### Bus Accident Policies and Procedures Check List

Check Box	Checklist	Justification	
	Check Passenger & the Scene	Check all passengers for body injuries. Make sure the scene is safe.	
	Vehicle Damage	Check vehicle damage and be prepared to report to CHP.	
	Turn off all Cell Phones.	Only if we have several adults on the bus. School bus driver will assign bus monitor and or other designated adults to assist with phone calls.	
	Call the California Highway Patrol and follow CHP directions.	CHP will investigate all school bus accidents. Follow CHP directions. No one is allowed to leave the scene. Including children until CHP gives the order.	
	Call BIHS Director (ASAP)	The Director will call CHP if the call was not made first by the bus driver. The Director will assign BIHS staff to call parents and provide instruction to parents. The Director will inform Tribal Administration.	
	Do Not Move the Bus	Do not move the bus unless it is a life threatening situation such as a fire, smoke, or cliff. CHP will let the school bus driver know when it is clear to move the bus or proceed back to school or on route.	
	Relief Driver	BIHS School Bus drivers: Gwen Turner, Darrin Bernard, Lena Dondero, and Susie Cisneros.	
	Drug & Alcohol Test	All drivers involved in an accident may be taken to Northern Inyo Hospital for a Drug and Alcohol Test by the Director.	
	Written Statement	A written statement from the School Bus Driver and the Bus Monitor will be required and turned into the Director. A copy will be sent to the Tribal Administrator and to the Office of Head Start within 5 days.	
	Investigation	CHP will file the Official Report. CHP will provide BIHS with an investigation card and assigned number. The BIHS Director shall obtain the report asap and send a copy to the Office of Head Start and Tribal Administration.	
	Private Property Accidents No Students	If no students are aboard and the bus driver hits and or damages the private property, call the Director asap and follow directions. Take pictures. The Director will call Tribal Insurance. A written statement will be required of the Bus Driver.	
<b>EMERGENCY PHONE STAFF PHONE NUMBERS-School 760-872-3911</b>			
	<b>Name</b>	<b>Office Numbers</b>	<b>Cell Numbers and or Address</b>
	California Highway Patrol (CHP)	760-872-5960	469 South Main Street Bishop CA.
	Gwen Turner-Bus Driver	760-872-3911 (2500)	
	Darrin Bernard-Bus Driver	760-872-3911	
	Lena Dondero-Bus Driver	760-872-3911 (2550)	
	Susie Cisneros-Director/Bus Driver	760-872-3911 (2510)	760-937-6735
	Bishop Tribal Police Dispatch	760-873-4477 (1930)	760-920-8856
	Amanda Miloradich-Health & Disabilities Manager	760-872-3911 (2520)	760-937-6885
	Gloriana M Bailey, CEO	760-873-3584 (1300)	760-920-0578
	Bishop Tribal Maintenance	760-873-3584 (1700)	760-937-3768

Updated October 10<sup>th</sup> 2023 SCV