



## **Safe Transportation of Pre-School Aged Children TRN-P020**

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process of safely transporting pre-school aged children on school buses.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Transportation Manager
- 2.2 Vehicle Maintenance Manager

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

### **4.0 DEFINITIONS:**

- 4.1 TM-Transportation Manager
- 4.2 VMM-Vehicle Maintenance Manager
- 4.3 VM-Vehicle Maintenance
- 4.4 FSO-Fleet Safety Officer
- 4.5 NHTSA-National Highway Traffic Safety Administration
- 4.6 FMVSS-Federal Motor Vehicle Safety Standards
- 4.7 CSRS-Child Safety Restraint System-any device (except a passenger system lap seat belt or lap/shoulder seat belt), designed for use in a motor vehicle to restrain, seat, or position a child who weighs less than 50 pounds.

### **5.0 PROCEDURE:**

**REQUIREMENT:** A guardian or their representative (listed on the Special Transportation Request Form) must be present in the a.m. and p.m. The guardian or designee will sign the child on and off the bus. If the responsible party is not present in the p.m., the school bus driver is to radio in to Base 1 for further instructions. If the guardian cannot be located, the student will be returned to the attending school. The process agreed upon between CMCSS, the local DCS office, and/or Police/Sheriff's Office will be implemented.

When pre-school age children are transported in a school bus, CMCSS will adhere to the following in compliance with the National Highway Traffic Safety Administration (NHTSA):

#### **5.1 Child Safety Restraint System Specifications (CSRS)**

- 5.1.1.1 Each child will be transported in a CSRS (suitable for the child's weight, height, and age) that meets applicable Federal Motor Vehicle Safety Standards (FMVSSs). (Look for the Manufacturer's certification on the label attached to the system.) As of 2015, there is no mandate for pre-schoolers to be transported in car seats.



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5.1.1.2 Each CSRS will be registered with the CSRS's manufacturer by the VMM to facilitate any recalls the manufacturer might conduct. If the CSRS is the subject of a recall, the VMM will ensure any necessary repairs or modifications have been made to the manufacturer's specifications.

5.1.1.3 Each CSRS will be maintained by VM as recommended by its manufacturer, including disposal of any CSRS that has been involved in a crash.

### **5.2 Proper Securement**

5.2.1 The CSRS will be properly secured to the school bus seat by VM, using anchorage systems that meet FMVSS 210, Seat Belt Assembly Anchorages or FMVSS 225, Tether Anchorages and Child Restraint Anchorages Systems.

5.2.2 VMM will ensure school bus seats designated for CSRSs meet FMVSS 225, or include lap belts when applicable, that meet FMVSS 209, Seat Belt Assemblies, and anchors that meet FMVSS 210 (designed to secure adult passengers or CSRS).

5.2.3 VMM will ensure all VM personnel responsible for securing CSRSs onto school bus seats are properly trained

5.2.4 Fleet Safety Officer will ensure all Transportation personnel responsible for securing students into CSRSs are properly trained.

### **5.3 School Bus Seats Designated for Child Safety Restraint Systems**

5.3.1 VMM will ensure school bus seats designated for CSRSs are located starting at the front of the vehicle to provide drivers with quick access to and a clear view of the CSRS occupants.

5.3.2 VMM will ensure CSRS anchorages on school bus seats will meet all applicable FMVSSs.

5.3.3 COO, TM, and VMM will ensure when ordering new school buses, the maximum spacing specified under FMVSS 222, School Bus Passenger Seating and Crash Protection, (within 24 inches from the seating reference point) is recommended for seats designated for CSRSs to provide adequate space for CSRSs.

5.3.4 VMM will ensure the combined width of CSRS and/or other passengers on a single seat does not exceed the width of the seat.

5.3.5 VMM will ensure if other students share seats with the CSRSs, the CSRSs are placed in the window seating position.

### **5.4 Retrofitting School Buses**

5.4.1 VMM will ensure existing school bus seats will only be retrofitted with lap belts or child restraint anchorages as instructed by the school bus manufacturer.

5.4.2 VMM will ensure when a school bus seat is retrofitted with a seat to allow for proper securement of a CSRS, instructions obtained from the school bus or seat manufacturer on how to install the seat and restraint systems will be followed.



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5.4.3 VMM will ensure when a school bus is retrofitted, seat spacing is sufficient for the CSRS to be used.

### **5.5 Evacuation**

5.5.1 TM will ensure there is a written plan on evacuating pre-school age children and other passengers in CSRSs in the event of an emergency. This written plan will be provided to school bus drivers, school bus aides, and emergency response personnel. The plan will explicitly state how children (both in and out of the CSRS) should be evacuated from the school bus.

5.5.2 FSO will ensure evacuation drills are practiced on a scheduled basis, at least as often as required for the school system's school-aged children.

5.5.3 FSO will ensure all personnel involved in transporting children are trained in evacuation and emergency procedures, including those in the written evacuation plan.

5.5.4 VMM will ensure all school buses carrying children in CSRSs, seat belts, or lap belts carry safety belt cutters that are accessible only to the school bus driver and school bus aide.

5.5.5 VMM will ensure CSRSs are not placed in school bus seats adjacent to emergency exits.

5.5.6 FSO will ensure local emergency response teams are provided copies of the written school bus evacuation plan, including evacuation of pre-school age children. Emergency response personnel should be invited to participate in evacuation drills.

### **5.6 Other Requirements**

5.6.1 CMCSS will be responsible for supplying the CSRS to be used on a school bus. CSRS purchases will be based on projected student population, taking into consideration ages, sizes, and other characteristics of the students, including any special needs, and whether pre-school age children or medically fragile students will be transported.

5.6.2 TM will establish procedures for loading and unloading of children in CSRSs.

5.6.3 VMM will establish procedures for the periodic maintenance, cleaning, and inspection for damages of CSRSs.

5.6.4 TM will establish procedures and FSO will be responsible for the training of personnel involved in direct service delivery of infants, toddlers, and pre-school children on the day-to-day handling of these young children and means to handle potential exposure to contagious and communicable diseases.

5.6.5 TM will ensure when school bus procedures are established, it should be noted that some children in CSRSs may have special needs, including medical fragility. These needs must be addressed on a child-by-child basis, and will include input from the Department of Exceptional Children's Services.

5.6.6 CMCSS will transport Pre-school age students who fall within the ½ mile radius from the school due to no crossing guard being available during program hours.



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- 5.6.7 Once Exceptional Children's Services has determined the placement of a student into the pre-school program, a Special Transportation Request Form (TRN-F001) will be forwarded to the Transportation Department.
- 5.6.8 The Route Analyst will determine to which school bus the student will be assigned and where the stop location will be.
- 5.6.9 Upon notification that a new pre-school age child is assigned to the route, the School Bus Driver will arrange for the installment of the appropriate Child Safety Restraint System with Vehicle Maintenance (VM). The school bus driver will then contact the guardian to instruct them of the pickup and drop off times, the stop location, and determine the start date for transportation services.
- 5.6.10 The School Bus Aide will assist the child on and off the school bus, properly secure the student in the CSRS, and supervise the child while in transit.
- 5.6.11 Pre-school children may be in transit for up to 90 minutes to and from school locations.
- 5.6.12 The school bus aide must maintain an attendance roster for all pre-school children entering and exiting the bus, annotating loading and unloading times on the Accountability Form (SPE-F003).
- 5.6.13 The school bus driver must perform a walk through to check the bus after each route to be certain that no child is left unattended on the school bus. The driver will then sign off on the Accountability Form indicated they have conducted the walk through.
- 5.6.14 The Accountability Form will be turned in to the Lead Driver at the beginning of each month. Lead Drivers will review forms for accuracy and forward to Route Analyst. Route Analyst will compile forms for Pre-K programs and forward to Exceptional Children's Services.
- 5.6.15 A teacher or Educational Assistant must meet the bus and escort children to and from the classroom.

### **6.0 INTERACTIONS:**

- 6.1 OTHER DEPARTMENTS/PEOPLE
  - 6.1.1 Pre-School Teacher
  - 6.1.2 Pre-School Educational Assistant

### **7.0 ASSOCIATED DOCUMENTS:**

- 7.1 Special Transportation Request Form (TRN-F001)
- 7.2 Accountability Form (SPE-F003)
- 7.3 Manufacturer's Warranty



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**8.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Special Transportation Request Form (TRN-F001)	File, by Bus Number, in Transportation Department	Maintain Previous and Current School Year	Shredded	Secured Building
Accountability Form (SPE-F003)	File, School File, by Bus Number, in Transportation Department for the aides employed by transportation	Maintain Previous and Current School Year	Shredded	Secured Building

**9.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
01/04/13		Initial Release
11/13/15	A	Record retention table updated to include aides.

**\*\*\* End of Procedure \*\*\***