

Safe Pick-up and Delivery Procedures
For Head Start/Preschool Students

The procedures listed below will be followed to ensure a safe pick-up and delivery of all children transported by Carroll County Schools and Carroll County Child Development Center personnel.

General:

- An up-to-date seating chart will be maintained for all buses and all routes. Transportation manager will monitor seating chart arrangements, make necessary changes and re-distribute new seating charts to all responsible employees.
- It is the responsibility of each driver to ensure that copies of seating charts are available for each route to adequately perform the duties listed in these procedures. If a substitute driver is used, the Transportation Manager will assume this responsibility.
- Copies of most updated bus routes and seating charts will be kept by office personnel.

Student pick-up:

- All students will be placed on bus according to seating chart (pink).
- Monitor will secure safety harness, record time child enters bus and will highlight child's name on seating chart indicating he/she is on board.
- If a child needs to be picked-up that requires a bus change, child's name will be penciled in on the seating chart.
- If student is not picked up, monitor will indicate reason on the daily seating chart.
- Pick-up roster (pink) will be turned in to office personnel upon delivery of children to the center.

Student departure from center:

- All student will be placed on bus according to seating chart (green copy)
- Monitor will secure safety harness and highlight child's name on seating chart indicating he/she is on board.
- If an assigned child is not present on the bus, the monitor will indicate the reason on seating chart (ie. Picked up by parent, absent, on another bus, etc.)
- If a child needs to be dropped off at a location that requires a bus change, child's name will be penciled in on the seating chart.
- Coordinator (or designee) will collect all copies of departure seating charts (green) and turn in to office personnel immediately after buses are released from the center.

Student drop off:

- Driver will followed assigned bus route to the fullest extent possible.
- Monitor will release child to parent according to transportation policy.
- Monitor will record time that student exits the bus on the daily seating chart.
- Daily seating chart for drop off of students (yellow) will be turned into office personnel by driver/monitor by day's end.