

**Greene County Schools
Pre-K Transportation
Requirements and Responsibilities**

Requirements:

Revised: 9/16/2010

Supervision of Children During Transportation

Four-year old students must be under the direct supervision of an adult at all times.

1. An adult must be in the vehicle whenever a child is in the vehicle.
2. An adult must be seated behind the steering wheel if the motor is running and children are being loaded and/or are on board.
3. Designated school personnel must escort four-year old students to and from all modes of transportation.
4. A maximum of a 1:10, adult:child, ratio must be maintained at all times.
5. Parents providing transportation may escort their child to the assigned adult or area (with principal approval).
6. If more than 10 four year old pre-kindergarten students are transported on the same bus, an adult attendant should be present to maintain an adult:child ratio of 1:10 for the pre-kindergarten population

Loading, Unloading, and Tracking Each Child

1. The attendance of four-year old students must be recorded upon boarding and departing the bus. The record must include: the first and last name of each child, if the child is absent or present, the time the child boards the bus, the time the child exits the bus, initials to verify the departure time, and documentation of the specific parent/guardian/designee responsible for loading or receiving the child.
2. The parent/guardian may authorize an adult designee to be responsible for loading or receiving their child.
3. An older sibling, 18 years or older, may be designated as an authorized designee by the parent or guardian.
4. Siblings under 18 years of age and in high school may be designated as a responsible designee only for early dismissal from school due to inclement weather or an emergency situation as called by the Director of Schools. The parent or guardian must sign a statement identifying the sibling by name and taking full responsibility for naming a minor for this role.
5. A child must not be released to anyone whose behavior, as assessed by school personnel, may place the child at risk. 911 will be called immediately.
6. A physical walk through of the bus to check all seat surfaces, under seats, compartments, and recesses must be conducted at the end of each route. The driver must sign full name and date on the log to indicate all children were unloaded.

Files

1. Files must be maintained in the school office for each bus containing the original copies of the *PreK Application for Transportation*, weekly bus attendance rosters, and phone numbers for DCS and the Sheriff's Department.

DCS: 787-2550, press 0

Sheriff's Department: 798-1800

2. Files must be maintained on the bus containing attendance rosters and a copy of the approved *Pre-K Application for Transportation* for each child.

Training

Training in the regulations and responsibilities of transporting Pre-K children on the bus must be conducted with parents, bus drivers, and principals. Additional training should occur on an as-needed bases.

Responsibilities:Parent/Guardian/Designee

1. Participate in training and complete a *Pre-K Application for Transportation* for each child.
2. Be visibly present or arrange for a designee to be visibly present when the child loads and departs the bus.
3. Introduce all designees to the bus driver so recognition of the adult can occur.

Bus Driver

1. Maintain an attendance roster and a copy of the approved *Pre-K Application for Transportation* for each child.
2. For the morning route, record the first and last name of each child, mark the child absent or present, record the time the child boards the bus, circle the name or initials of the responsible parent/guardian or authorized/designated adult visibly present, record the time the child exits the bus at school, and initial to verify the time.
3. For the afternoon route, record the first and last name of each child, mark the child absent or present, record the time the child boards the bus, record the time the child exits the bus at home, initial to verify the time, and circle the name or initials of the responsible parent/guardian or authorized/designated adult visibly present when the child departs the bus.
4. Physically walk through the bus to check all seat surfaces, under seats, compartments, and recesses. Sign full name and date the log to indicate all children were unloaded.
5. Submit completed *Pre-K Passenger Log* to the principal on a weekly basis.
6. Do not release a child to anyone whose behavior may place the child at risk. Call 911 immediately.
7. Keep the child on the bus if the parent or other authorized person is not present to receive the child on the return route from school. Contact the principal or designee immediately.

School Staff

1. Maintain the required adult:child ratio while escorting children to and from transportation.
2. Inform the bus driver if a child listed on the roster is absent.

Principal

1. Train parents/guardians in the transportation guidelines.
2. Ensure that no child is on the bus more than 1½ hours in the morning and 1½ hours in the afternoon.
3. Maintain files containing applications, passenger logs, and phone numbers for DCS and the Sheriffs Department.
4. Remain on-call during bus routes to provide emergency support to the driver, as needed.
5. Assign staff to supervise children boarding or exiting the bus.
6. Maintain a maximum of a 1:10, adult:child, ratio at all times.
7. Contact individuals to provide appropriate supervision for the child if the authorized person is not available to receive the child at the end of the day. The order of contact is:
 1. Parent/Guardian
 2. Emergency Contact
 3. DCS
 4. Sheriff's Department

Supervisors

1. The Pre-K or transportation supervisor will train principals and assist as needed to train parents and bus drivers on the regulations and responsibilities of transporting Pre-K students on the bus.