


Category:	JAMM Transit Policies	INCA Community Services JAMM Transit Policy 
Sub Category:	Program Policies	
Effective Date:	02/2019	
Revised Date:	n/a	
Responsible: Transit Director, Route Supervisors		

School Route Procedures

Purpose

The purpose of this procedure is to ensure the safety of the children and passengers riding the buses. School routes are a staple in all of our communities of transportation and to insure the proper transport of those students we are bound to provide exceptional transportation services.

Policy

It is the policy of JAMM Transit to ensure safe driving practices are met each and every day. To this we have established guidelines for the School Routes that transport many children to and from school each day. This policy serves as a guide for drivers to follow so that no child is left on the bus because of negligence or oversight.

Procedures

The procedures for ensuring there are no passengers left on the vehicle during school routes are as follows:

Morning Routine

1. As the children get on the bus the driver must enter the odometer reading and time for each passenger individually.
2. Upon arrival at the destination the driver is required to enter the drop off time and odometer reading beside each child that exits the vehicle.
3. Children going to INCA Head Start Centers must be checked in by the teachers.
 - a. Teachers are required to get on the vehicle and check for students.
4. Upon arrival at the yard after completing the route the driver is required to walk to the back of the bus, check under and in all seats to ensure no child is left on the bus.
5. Buses equipped with a Child Checkmate requires the driver to walk to the back of the bus and press a button to indicate the bus has been checked for children.
6. If the driver proceeds on to other routes with same bus after the drop off of children the drivers must pull over and stop at a safe location within 15 minutes of school drop off time and do a walk through of the bus to ensure no child was left on the bus.

Afternoon Routine:

1. Children are allowed to enter the bus from the school locations as per the school guidelines.
2. INCA Head Start children are brought out to the bus by a teacher and are placed on the bus.
 - a. Teachers will assist with buckling the students in seatbelts.
3. Once children are on the bus the driver must check in each student by putting the

odometer and time down next to their names.

4. As the children are dropped off at their predetermined locations the driver must visually see the child and check the child off with a checkmark beside their name and enter the odometer and time.
5. If the driver proceeds on to other routes with same bus after the drop off of children the drivers must pull over and stop at a safe location within 15 minutes of school drop off time and do a walk through of the bus to ensure no child was left on the bus.
6. Once the driver arrives back at the yard they are required to walk to the back of the bus, checking in and under each seat to ensure every child has gotten off the vehicle.
7. Buses equipped with a Child Checkmate requires the driver to walk to the back of the bus and press a button to indicate the bus has been checked for children.

Finding Children

If a child is found on the vehicle once the bus is brought back to the yard, drivers are instructed to notify their direct supervisor and begin transporting that child back to the last address they were supposed to have been dropped off at.

Failing to Follow Procedures

If procedures are not followed resulting in a child being left on the vehicle at any time for any duration of time that the bus is turned off and the driver is outside of the vehicle for more than 5 minutes, the driver will be terminated.

Documentation Required

Daily trip sheets are required for each and every route. Drivers are required to indicate the child exited the vehicle with check marks at the end of the sheet next to the drop off time.

Definitions

Child Checkmate - A buzzer that sounds when the driver's door is opened to indicate the driver must walk to the back of the bus in order to press a button to turn the noise off.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.