

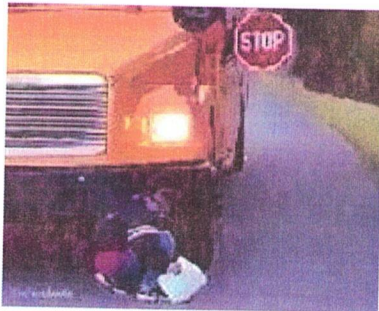
# **Policies and Procedures for Transporting Children at Little Explorers Academy**

We will offer transportation to and from Kuehnle Elementary and Ehrhardt Elementary Schools for school-aged students regarding our Before and After School Program. In addition, we could offer field trips for children over the age of six years old. A parent must sign the permission slip prior to transportation.

## **Protect Your Riding Privilege to Have Transportation from Little Explorers Academy - Know and Follow the School Bus Safety Rules**

1. Follow all directions the first time they are given by the driver.
2. Observe the same conduct as in the classroom.
3. Be courteous, use no profane language.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Do not use tobacco.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus drivers are authorized to assign seats.
11. Only musical instruments which can be held in the student's lap will be allowed on the bus

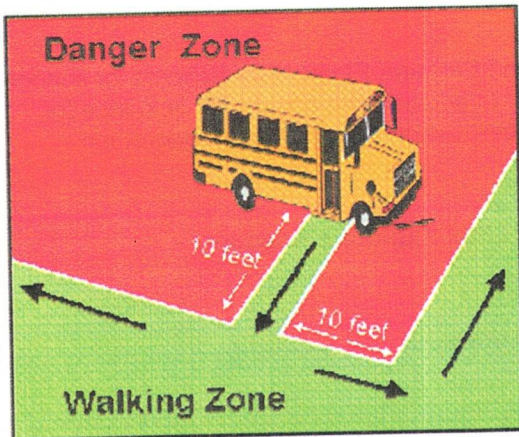
### **The Danger Zone**



- Always Stay out of the Danger Zone.
- Remember - if you can't see the driver, the driver can't see you!
- Never walk behind the bus.
- If you drop something in the Danger Zone, leave it. Never stop to pick it up. Notify an adult and they can get the item for you.
- Know where the Danger Zones are located around the school bus.
- The 10 giant step rule is a good measurement for children to identify the Danger Zone around a school bus.

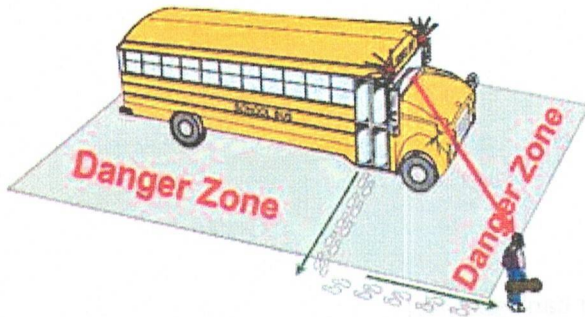
**If any of the above rules or others designated below are broken by the student or parent, the bus driver along with Little Explorers Staff may determine that a child be suspended from transportation services, which is a privilege not a right.**

## Loading and Unloading - Avoid the Danger Zone



The Danger Zone is the 10-foot area on all sides of the bus where children are in the most danger of being hit.

- When loading, stay away from the Danger Zone.
- Wait until the bus comes to a complete stop and the door opens.
- Wait for the driver's signal.
- Board the bus in single file.



- When unloading, look before stepping off the bus to be sure no cars are passing on the shoulder side of the road.
- Exit the bus moving out of the Danger Zone.
- Before crossing the street, take five "giant steps" out from the front of the bus, or until the driver's face can be seen.
- Wait for the driver to signal that it is safe to cross.
- Look left-right-left when coming to the edge of the bus to make sure traffic is stopped.
- Continue to watch for traffic as you cross the street.



## School Bus Evacuation Information

While school bus transportation is generally very safe, there may be an occasion when it becomes necessary to evacuate the bus and use alternative transportation.

## Alternative Transportation

While it is our intent to provide transportation by means of our Little Explorers School Bus, there may be an occasion when the bus is not available, due to service or otherwise. In this case or in the case of evacuation or breakdown we may have to use a personal vehicle to transport the children safely. Should another vehicle be used, all safety rules shall still apply, and the requirements of certain equipment may be necessary and in accordance with Texas State Statutes to comply with policies and procedures.

## Texas Administrative Code of Regulations

### TITLE 26

HEALTH AND HUMAN SERVICES

### PART 1

HEALTH AND HUMAN SERVICES COMMISSION

### CHAPTER 746

MINIMUM STANDARDS FOR CHILD-CARE CENTERS

### SUBCHAPTER X

TRANSPORTATION

#### RULE §746.5601

What types of transportation does Licensing regulate?

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We regulate any transportation provided by or for the child-care center, including but not limited to, transportation between home and school, between school and the child-care center, the child-care center and home, the child-care center or school and field trip locations or other drop off locations, authorized by the parent.

#### RULE §746.5603

What type of vehicle may I use to transport children?

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(a) We do not regulate the type of vehicle you use to transport children, although we recommend that you check with the Texas Department of Motor Vehicles or refer to the federal motor vehicle safety standards regulating transportation to and from school and your operation.

(b) For the purpose of this chapter, we categorize vehicle types as:

(1) General purpose vehicle--a passenger vehicles as defined in the Texas Transportation Code §545.412, and buses that do not meet the federal motor vehicle safety standards for school buses or multi-function school activity buses (MFSAB);

(2) Small school bus--school buses and MFSABs that meet federal motor vehicle safety standards for school buses and MFSABs respectively and have a gross vehicle weight rating (GVWR) of 10,000 pounds or less; and

(3) Large school bus--school buses and MFSABs that meet federal motor vehicle safety standards for school buses and MFSABs respectively and have a GVWR of greater than 10,000 pounds.

(c) All vehicles must be always maintained in safe operating condition.

RULE §746.5605

What safety precautions must I take when loading and unloading children from the vehicle?

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You must take the following precautions when loading and unloading children from any vehicle, including any type of bus:

- (1) You must load and unload children at the curbside of the vehicle or in a protected parking area or driveway.
- (2) You must not allow a child to cross a street unless the child is accompanied by an adult any time before entering or after leaving a vehicle.
- (3) You must account for all children exiting the vehicle before leaving the vehicle unattended.
- (4) You must never leave a child unattended in a vehicle.

RULE §746.5607

What child passenger safety seat system must I use when I transport children?

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(a) You must use a child passenger safety seat system to restrain a child when transporting the child. The restraint system:

(1) Must meet the federal standards for crash-tested systems as set by the National Highway Traffic Safety Administration; and

(2) Must be properly secured in the vehicle according to manufacturer's instructions.

(b) You must use child safety seats and child booster seats that have not expired or been damaged or involved in an accident.

(c) You must secure each child in an infant only rear-facing child safety seat, rear-facing convertible child safety seat, forward-facing child safety seat, child booster seat, safety vest, harness, or a safety belt, as appropriate to the child's age, height, and weight according to manufacturer's instructions for all vehicles specified in subsection (e) of this section, unless otherwise noted in this subchapter.

(d) A child 12 years old or younger must not ride in the front seat of a vehicle.

(e) The following safety restraint devices for a child must be used when the vehicle is on and during all times when the vehicle is in motion.

RULE §746.5609

Must caregivers and/or the driver wear a safety belt?

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(a) The driver must be properly restrained by a safety belt before starting the vehicle and at all times the vehicle is in motion.

(b) All adult passengers in a vehicle transporting children, other than a large school bus, must be properly restrained by safety belts.

RULE §746.5611

May parents provide the safety seat equipment required for their child?

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Yes. Parents may provide the safety seat system for use in transporting their child, provided the equipment is appropriate and can be properly secured in the vehicle. You must use the equipment according to manufacturer's instructions

RULE §746.5613

May I place more than one person in each safety belt?

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No. Only one person may use each safety belt.



RULE §746.5615

May a child ride in a safety belt with a shoulder harness?

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A child may ride in a safety belt with a shoulder harness if the shoulder harness goes across the child's chest and not across the child's face or neck. The lap belt should fit low across the child's thighs or top of the legs and not across the child's stomach area. Never put a shoulder belt under the child's arm or behind the child's back. If the lap belt and shoulder harness do not fit properly, a booster seat must be used.

RULE §746.5617

Must I carry specific equipment in the vehicles used to transport children in my care?

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(a) You must have the following in each vehicle you use to transport children:

- (1) A list of the children being transported;
  - (2) Emergency medical transport and treatment authorization forms for each child being transported;
  - (3) The child-care center's name, child-care center director or permit holder's name, and child-care center telephone number in the glove compartment or clearly visible inside the passenger compartment, or the child-care center's name and telephone number must be clearly visible on the outside of the vehicle;
  - (4) Parent's names and telephone numbers and emergency telephone numbers for each child being transported;
  - (5) A fire extinguisher approved by the local or state fire marshal, secured in the passenger compartment and accessible to the adult occupants; and
  - (6) A first-aid kit as specified in §746.4003 of this title (relating to What items must each first-aid kit contain?).
- (b) The driver must have a current driver's license.

RULE §746.5619

Must I have a plan to handle transportation emergencies?

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Yes. You must ensure the driver/caregivers have clear instructions in handling emergency breakdowns and accidents, including vehicle evacuation procedures, supervision of the children, and contacting emergency help. The director or designee in charge of the child-care center must know what action to take in responding to a transportation emergency call.

RULE §746.5621

What communication requirements are there for a vehicle used to transport children?

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When transporting children in a vehicle:

- (1) The vehicle must have a communications device such as a cellular phone or two-way radio; or
- (2) A caregiver at the child-care center must know the routine arrival and departure times of the vehicle and take action if the vehicle does not return to the child-care center at a scheduled time. The driver must travel a known fixed route within an approximate timeframe.

RULE §746.5623

What is an electronic child safety alarm?

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An electronic child safety alarm is an alarm system installed in a vehicle. The alarm prompts the driver of a vehicle to inspect the vehicle to determine whether children are in the vehicle before the driver exits the vehicle

RULE §746.5625

When and how must I install and use an electronic child safety alarm in a vehicle?

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- (a) You must ensure that a vehicle purchased or leased on or after December 31, 2013, is equipped with an electronic child safety alarm if:
- (1) The vehicle is designed to seat eight or more persons; and
  - (2) Your operation uses the vehicle to transport children in care.
- (b) You are responsible for ensuring that the alarm is installed and maintained according to the manufacturer's instructions.
- (c) The alarm must be used at all times whenever a vehicle describe in subsection (a) of this section is used to transport a child in care.
- (d) The driver of the vehicle or a designated employee must complete the following tasks before disabling the alarm from the rear of the vehicle:
- (1) Verify that all children have been accounted for; and
  - (2) Conduct a physical walk-through and visual check of the vehicle, including the seats, seat rows, and interior, to ensure no children remain in the vehicle.

RULE §746.5627

What documentation must I keep at the child-care center for each vehicle used to transport children in care?

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You must keep documentation at your child-care center that shows when your center first purchased or leased a vehicle unless it:

- (1) Is equipped with an electronic child safety alarm; or
- (2) Is not designed to seat eight or more persons



# **Guideline for the Safe Transportation of Pre-school Age Children in School Buses**

National Highway Traffic Safety Administration  
February 1999

## **Introduction**

School age children transported in school buses are safer than children transported in motor vehicles of any other type. Large school buses provide protection because of their size and weight. Further, they must meet minimum Federal motor vehicle safety standards (FMVSSs) mandating compartmentalized seating, improved emergency exits, stronger roof structures and fuel systems, and better bus body joint strength.

As more pre-school age children are transported to school programs, often in school buses, the public is increasingly asking the National Highway Traffic Safety Administration (NHTSA) about how to safely transport them. To help answer these questions, NHTSA conducted crash testing of pre-school age size dummies in school bus seats. The test results showed that pre-school age children in school buses are safest when transported in child safety restraint systems (CSRSs) that meets FMVSS 213, Child Restraint Systems, and are correctly attached to the seats.

Based on its research, NHTSA recommends pre-school age children transported in school buses always be transported in properly secured CSRSs. In partial response to questions from school (and child care) transportation offices, this Guideline seeks to assist school and other transportation managers in developing and implementing policies and procedures for the transportation of pre-school age children in school buses.

Note: The proper installation of CSRSs necessitates that a school bus seat have safety belts or other means of securing the CSRS to the seat. NHTSA recommends that lap belts or anchorages designed to meet FMVSS 225, Tether Anchorages and Child Restraint Anchorage Systems, be voluntarily installed to secure CSRSs in large school buses.

## **RECOMMENDATIONS FOR THE TRANSPORTATION OF PRE-SCHOOL AGE CHILDREN IN SCHOOL BUSES**

When pre-school age children are transported in a school bus, NHTSA recommends these guidelines be followed:

- (1) Each child should be transported in a Child Safety Restraint System (suitable for the child's weight and age) that meets applicable Federal Motor Vehicle Safety Standards (FMVSSs).
- (2) Each child should be properly secured in the Child Safety Restraint System.

(3) The Child Safety Restraint System should be properly secured to the school bus seat, using anchorages that meet FMVSSs.

### **Child Safety Restraint System Defined**

A Child Safety Restraint System is 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.

### **Child Safety Restraint Systems Guideline**

#### **1. Child Safety Restraint System Specifications**

The provider of the CSRS should ensure:

Each pre-school age child to be transported has a CSRS appropriate for the child's weight, height, and age.

Each CSRS meets all applicable FMVSSs (look for the manufacturer's certification on the label attached to the system).

Each CSRS has been registered with the CSRS's manufacturer to facilitate any recalls the manufacturer might conduct.

If the CSRS is the subject of a recall, any necessary repairs or modifications have been made to the manufacturer's specifications.

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

#### **2. Proper Securement**

The transportation provider should ensure:

The CSRS is used and secured correctly in the school bus.

Each child is secured in CSRSs according to manufacturer's instructions.

All CSRS attachment hardware and anchorage systems meet FMVSS 210, Seat Belt Assembly Anchorages or FMVSS 225, Tether Anchorages and Child Restraint Anchorage Systems.

School bus seats designated for CSRSs meet FMVSS 225, or include lap belts that meet FMVSS 209, Seat Belt Assemblies, and anchors that meet FMVSS 210 (designed to secure adult passengers or CSRS).



Personnel responsible for securing CSRSs onto school bus seats and children into CSRSs are properly trained and all personnel involved with CSRSs are provided up-to-date information and training.

When transported in the school bus, pre-school age children are supervised according to their developmental and functioning level.

### **3. School Bus Seats Designated for Child Safety Restraint Systems**

The transportation provider should 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.

CSRS anchorages on school bus seats should meet all applicable FMVSSs.

When ordering new school buses, the maximum spacing specified under FMVSS No. 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 the CSRSs.

The combined width of CSRS and/or other passengers on a single seat does not exceed the width of the seat.

If other students share seats with the CSRSs, the CSRSs are placed in window seating position.

### **4. Retrofitting School Buses**

The transportation provider should ensure:

Existing school bus seats should only be retrofitted with lap belts or child restraint anchorages as instructed by the school bus manufacturer.

When a school bus 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 should be followed.

When a school bus is retrofitted, the bus owner should ensure that seat spacing is sufficient for the CSRS to be used.

### **5. Evacuation**

The transportation provider should ensure:

The establishment of a written plan on evacuating pre-school age children and other the school system's school-aged children.

All personnel involved in transporting children are trained in evacuation and emergency procedures, including those in the written school bus evacuation plan.

All school buses carrying children in CSRSs carry safety belt cutters that are accessible only to the driver and any monitors.

CSRSs are not placed in school bus seats adjacent to emergency exits.

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.

passengers in CSRSs in the event of an emergency. This written plan should be provided to drivers, monitors, and emergency response personnel. The plan should explicitly state how children (both in and out of the CSRS) should be evacuated from the school bus.

Evacuation drills are practiced on a scheduled basis, at least as often as that required for

## **6. Other Recommendations**

The school transportation provider should establish a policy on whether they or the child's guardian must supply a CSRS to be used on a school bus. school bus purchases should be based on the needs of a projected student population, taking into consideration projected 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.

Specified procedures should be established for loading and unloading children in CSRSs.

Procedures should be established for the periodic maintenance, cleaning, and inspection for damage of CSRSs. Procedures should be established to train personnel involved in direct service delivery of infants, toddlers, and pre-school children on the physical day-to-day handling of these young children and means to handle potential exposure to contagious and communicable diseases.

When school bus procedures are established, it should be noted that some children in CSRSs may have special needs, including medical fragility, that must be addressed on a child-by-child basis.