

**Procedures and Policies for Transportation  
Shining Stars Preschool  
Public Schools of Robeson County Schools of  
Robeson County**

**(These policies and procedures should be placed in the  
staff handbook, updated, and referred to as needed)**

# **Responsibilities**



The safe and efficient transportation of children relies on the cooperation and efforts of the preschool/service site, the Transportation Office, the Preschool Office, the contractor, the transporter and Shining Stars Staff members. The following sections outlines the various responsibilities of those involved.

**Shining Stars Lumberton:  
(910) 671-4343**

**Shining Stars Pembroke:  
(910) 521-0559**

## **Contractor, Transporter, and Shining Stars Staff Members (Monitor) Responsibilities:**

It shall be the responsibility of the transporter (contractor or Shining Stars Staff) to:

- Notify in writing (using the parent notification form) the parent/guardian of the bus number and approximate time of pick-up and drop-off.
  - **Transportation schedule is subject to change. Transporters will inform families to have children ready 30 minutes before and 30 minutes after the schedule time.**
- Ensure the overall safe operation of the bus
- Be prepared to provide appropriate first aid
- Display appropriate care and patience
- If monitor is provided he/she should be located in a position inside the bus that best meets the needs of all students
- Maintain an emergency evacuation plan, listing each passenger, for use by medical personnel in the event of a vehicle accident
- Be prepared to effectively evacuate the vehicle in the event of an emergency
- Understand and support the privacy and confidentiality of the families
- Complete and submit a Vehicle Incident Report to the designated school administrator if a behavior problem or injury occurs on the bus

- Report to the school administration any significant changes in a child's behavior
- Assist the child with physical challenges on and off the vehicle.
- Alert school staff if extra assistance is needed at the school level/service site level
- Follow Public School and DCDEE policies for transportation
- Use identification information on all children. Transporters will have pictures of all children transported and a seating chart will be used on each vehicle listing where children will sit.

### **Facility Responsibilities:**

It shall be the responsibility of the child care facility to:

- Work with the Shining Stars Preschool Office in the formulation and completion of transportation system for each child. Upon completion of the 911 address or location of the child submit a Special Transportation Request Form to the Shining Stars Preschool
- Involve the Transportation Office in any special transportation arrangements that may be necessary
- When necessary, coordinate with the Shining Stars Transportation Office before making preschool/service site assignments
- Submit timely and accurate updates to the Transportation Office to assist in routing and scheduling
- Update the information contained on the Special Transportation Request Form when necessary and submit a

revised form to the transporter, school/service site, and the Shining Stars Transportation Office. An additional form should be submitted if the pick-up/drop-off location changes during the school year.

- Assure that the students are ready for dismissal at the time established by the Director and the Transportation Office.
- Notify parent in writing of schedule changes that may affect transportation (i.e. early dismissals, inclement weather, etc.).
- Provide appropriate arrangements for students needing assistance in boarding and discharging from the vehicle.

## **Shining Stars Preschool Transportation Office Responsibility**

It shall be the responsibility of the Shining Stars Transportation Office to:

- Assign, with collaboration of the Public Schools of Robeson County Transportation Department, each eligible student to a route. No one may assign a student to a route or reassign a student to a different route without the permission of the Shining Stars Transportation Office.
- Determine drop off locations according to the needs of the student and the accessibility of the residence.
- Route and schedule preschool transportation routes. The routing and scheduling plan will ensure the safest and most efficient use of the vehicle. Beyond the onset of the school year, a minimum of five (5) working days may be needed

to establish a new route and schedule any pick up/drop off changes.

- Address concerns from parents, school administrators, contractors, drivers and staff, and the motoring public regarding transportation for preschool children.
- Provide the appropriate training and screening for transporters, monitoring and school staff.
- Establish and enforce transportation procedures, rules and regulations.
- Inspect all vehicles in accordance with state and local statutes and regulations.
- Provide assistive devices as needed, including, but not limited to safety vests, and seat belts.

# Procedures



The following procedures were established by the Shining Stars Transportation Office to facilitate safe and efficient transportation for preschool children. On occasion, the Shining Stars Transportation Office receives requests from the parents to deviate from these procedures. The Shining Stars Transportation Office reserves the right to authorize or deny deviations from these procedures based on the need to provide an acceptable level of safety for all students on the vehicle.

It is important to take regular attendance of students by **Name and Face**

- **Upon entering the vehicle to be brought to the Shining Stars Facility (A.M.)**
- **Upon exiting the vehicle upon delivery to the Shining Stars Facility (A.M.)**
- **Before leaving the facility and boarding the vehicle to go home (P.M.)**
- **Before exiting the vehicle when being delivered at the home site (P.M.)**

## **Pick-up/Drop-off (Home)**

### **Curb-to-Curb Service**

Under most conditions special transportation provides curb-to-curb service. This means that the vehicle will pick-up and drop-off at the curb in front of the child's home or day care.

Transporters will only pick-up/drop-off students with **authorized adults**, consisting of people on the transportation form who are 18 years or older. Those at pick-up/drop-off may be asked to show I.D. to the transporter. A transporter will not leave a child with someone who is not listed on the form.

**The following are some of the exceptions to the procedure:**

- Due to road conditions (dead end road ways, dirt or gravel roadways, or narrow roadways) it may be necessary to place the pick-up/drop-off site at a safe location away from the home or facility. Every effort will be made to locate the stop as close as possible to the home or facility. When an escort is appropriate it will be the responsibility of the parent/guardian or their designee to escort the child to and from the pick-up/drop-off location. The transporter or monitor is not responsible to escort the child to and from the home.
- Preschool transportation routes vary according to the needs of each child being transported.
  - Children are constantly being added and deleted to and from transportation routes.
  - Changes in schedules will happen during the year. The transporter and/or transportation office will notify parents of any changes to the schedule.

## **Alternate Drop Off**

Transporters are permitted to discharge children only at the preschool/service site or designated drop-off. Routes can only allow for one address for the pick-up and one address for the drop-off. One-day changes cannot be made.

Location of daycares and babysitters should be on the established route (the route traveled between the home, day care and the preschool/service site).

Notes from parents authorizing the transporter to drop off a student at a point other than his/her regular stop will **not** be permitted.

**When there is no authorized person to accept the child at the drop off, the following steps will be taken:**

- The transporter will return the child to the facility and leave the child with a responsible staff member.
- After every effort is made to contact a parent/guardian or designee the Department of Social Services **may** be notified. The Preschool Director or designee will be the person to notify Social Services.

### **Transportation Procedures for Delays or Early Release**

When a delays/early release occurs in transporting preschool children to their homes, the following procedures will be followed:

- A list of students by vehicle must be maintained in the facility office, teacher's notebook, and on the vehicle.
- The daycare director/designee will be notified immediately.
- **During early release:** Arrangements will be made to transport the children home as safely and quickly as possible.
- **During school delays: please refer to news and radio for details on times of delays.**
- Children cannot be taken off the vehicle while in route (board policy)



- In the case of an extreme delay in delivering children home, the facility director/designee (teachers may leave if approved by director/designee) must remain at the school until all children are safely home
- Transporter notifies the school when the last child has been taken home
- In case of an accident with any vehicle involving transportation the Public Schools of Robeson County's School Board Policy will be followed:
  - Preschool is Contacted
  - Preschool contacts central office
  - Preschool calls parents of all children or makes a home visit to any home that does not have a telephone
  - Day care director, teachers, and other staff as needed assist with making calls
  - Staff remain at the school until all children are home safely or until released by the daycare Director/designee
  - Transporter will notify school when all children are home safely.
  - If children are taken to the hospital following an accident, the Preschool Director/designee will go to the hospital as soon as possible
  - When an accident occurs regarding transportation and children are present on the vehicle, a report will be made to the Division of Child Development and Early Education.

# **Loading/Unloading**

(Facility)

## **At the Pick-Up/Drop-Off Location**

It is the responsibility of the transporter and staff to load and unload children at the pick-up and drop-off locations.

- Staff members and transporter will assist in loading and unloading ambulatory children from seats equipped with any of the following restraint devices: seat belts, or safety vests. The transporter has the ultimate responsibility to check these restraints. Only the driver and staff should load, unload, and secure children in wheelchairs.
- Children should be ready when the transporter arrives to drop-off or pick-up children.
- The staff member and transporter will insure that all documentation is completed.

**The transporter and Shining Stars' staff will use the following codes to account for the transportation of each child listed on the paperwork.**

# Codes

Check (√)	If The Child Is Picked Up As Usual
NS	No Show
A	Absent
PT	Parent Transported Child To School
S	Sick
AS	Afterschool
PC	Parent Called And Will Pick Up Child

Form should be filled out and put with transportation paperwork/folder and maintained in the appropriate location

**Child staff ratios will be maintained according Rules and Regulations outlined by DCDEE as follows:**

## **10A NCAC 09 .0713 STAFF/CHILD RATIOS FOR CENTERS WITH A LICENSED CAPACITY OF 30 OR MORE CHILDREN**

(a) The staff/child ratios and group sizes for single-age groups of children in centers with a licensed capacity of 30 or more children shall be as follows:

Age of Children Ratio Staff/Children Maximum Group Size

3 to 4 Years 1/15 25

4 to 5 Years 1/20 25

## **10A NCAC 09 .1004 STAFF/CHILD RATIOS**

(a) When children aged two years and older are being transported, the staff/child ratios required for compliance with child care center regulations as set forth in Section .0700.

Shining Stars serves children 3, 4 and 5. All regulations will be followed according to these rules and regulations outlined by DCDEE for these age groups.

## **Staff Procedures: A.M. (Morning Procedures)**

Shining Stars Staff who meet the vehicle in the morning at Shining Stars:

- **Use the codes, when taking children off of the van.**
  - The staff member must sign the paperwork of the transporter and the transporter must sign the paperwork of the Shining Stars' staff member who meets the vehicle.
  - Staff member will put name to face when getting children off the vehicle and recheck prior to walking children to classrooms.
- After transportation has run for the morning, a staff member will go to each classroom to inform teachers of any child that did not ride the morning route. The staff member will also check to see if a parent/guardian brought the child to school and document on morning transportation form.

## **Staff Procedures: P.M. (Afternoon Procedures)**

- The Shining Stars staff member who takes the child from the classroom to the vehicle must sign the child out of the classroom.
- Classroom teachers must use the codes and inform staff in charge of loading children when a child will not be using transportation.
- The transporter will also sign the children onto the vehicle using the same codes.

- Drivers must sign/initial Shining Stars staff member's paperwork and staff member must sign/initial transporter's paperwork.

## **Bus Evacuation Plan**

Preschoolers are expected to participate in the evacuation drills conducted each fall. Drivers that transport preschool children are expected to maintain an up-to-date evacuation plan. The plan should contain the following:

- The exact roles of the transporter during an evacuation.
- Identification of children who have special medical conditions, such as brittle bones syndrome or attachment to a respirator, which need to be considered in planning for an evacuation.
- Seating location of all children on the route.
- Brief description of the physical disability of each student.
- Exact location of every emergency exit on the regular bus used on the route.
- Exact location of emergency equipment on the bus-extinguisher, first aid kit, etc.

## **Additional Important Procedures**

**Procedure** (The transporter shall check each vehicle at the end of all transportation routes to determine that all children have exited the vehicle)

## Morning Procedures

- When a child is picked up in the morning by the transporter, the parent/guardian or other designated adult will bring the child to the vehicle and sign/initial the paper that the child had been put on the vehicle. **The driver of the vehicle** is responsible for getting this signature/initials and the time will be documented.
- At the end of the morning route when children are delivered to the facility, there will be a **staff member** designated to meet the vehicle. **That staff member** will use the checklist to sign children off the vehicle using face and name (same as previously listed procedure using codes, etc.) Driver will sign staff member's paperwork and staff member will sign transporter's paperwork. Counts will be checked to ensure that they match.
- **Transporter** will walk the bus (front to back) to ensure that all children have exited the vehicle, (checking above and below the seats).
- **If necessary, the staff member meeting the vehicle may also check the vehicle.**
- When the **transporter** parks the vehicle after the morning route he/she will again walk the bus (front to back), check both above and below the seats, and ensure that no child is on the vehicle. The vehicle can then be safely parked.
- At the end of the day **Shining Stars Staff member** will check children out of their classrooms. Using the checklist the staff member will deliver the children to the transporter. The transporter will check the children on to the vehicle using face and name and using documentation procedures. Staff members and transporters will sign each other's

paperwork. Counts will be checked to ensure that they match.

- **Transporter** will obtain the signature/initials of the parent when delivering the child home. When parking the vehicle at the end of the transportation route the transporter will walk the vehicle checking each seat, above and below, to ensure that no child has remained on the vehicle. **There will be no question about the location of each child delivered home.**

### **Procedure (review of transportation policies/procedures with staff members who provide transportation)**

- There will be a quarterly review of transportation policies and procedures with staff members and with transporters who transport children to and from Shining Stars.
- A called review will be held at the discretion of the director or transportation coordinator in addition to the quarterly reviews.
- Quarterly reviews will be held in August, December, April, and one in June if transportation is provided during the summer session – June and July and before school starts in August. Quarterly reviews will be held for approximately 1 hour. An dated agenda with date and time as well as length of meeting in order for information to be documented. All of this documented will be maintained in the director's office.

- The review will be provided by the directors of the Shining Stars Day Care Programs and the transportation coordinator.

### **Procedure (monitoring and evaluating job performance of staff members who provide transportation)**

- **Each transporter** will sign a copy of the job description given to them by the director of the Shining Stars facility.
- **transporter** will be monitored/evaluated twice (2) each year by the director of the center or the director's designee (transportation coordinator). A copy of the evaluation will be kept in the employee's personnel file as well as the director's office.
- **The director, transportation coordinator or designee** will ride the route in the morning and/or afternoon twice a year to evaluate compliance with policies and procedures.
- All paperwork will be reviewed by the **bus coordinator** on a monthly basis.
- **Contracted drivers** will be evaluated by their **contractor** and a copy given to the director of the Shining Stars facility.
- The **transporter** will be monitored/evaluated for compliance with center transportation policies/procedures and child care requirements outlined in this document.
- All **transporters** are subject to monitoring and evaluation at any time at the discretion of the director or transportation coordinator.



## **Procedure (information for new staff members)**

- **New staff members** have a six week orientation period for being trained in the policies and procedures of the Shining Stars Program. During this time each **new staff member** will receive training in transportation rules and regulations as outlined in this document by the director of the Shining Stars facility. Documentation will be noted in the training documentation from DCDEE listed at the bottom of the document labeled other. Other will be specified as transportation training. This document is part of the staff member's personnel file at the center.
- All responsibilities of **each staff member** will be outlined by the director or designee.
- Policies and procedures will be placed in the (*RED Notebook*). This red notebook is the Shining Stars Policies and Procedures Staff Handbook. This notebook is updated each year by the Director of the Shining Stars Program.

## **Procedure (Compliance, etc.)**

- **Each staff member** signs a statement each year, or upon employment, that the staff handbook has been reviewed. As part of this review the date and signature of employee is documented ensuring that each staff member has received training on the handbook and the section on transportation. Training occurs at the beginning of each school year or upon employment. This document is part of the beginning of the year training and is kept on file in the director's office.

- The Transportation Policies and Procedures is part of the Staff Handbook. **Each employee** (including transporters) will file all information in their individual staff handbooks and also file any updates that are given during the year.

### **Procedure (emergencies or concerns)**

If the **transporter** has any emergencies or concerns about anything related to transportation or vehicles, the **transporter** shall inform the **bus coordinator and/or the Shining Stars Director**. If necessary, the **transporter** may and should call the **Transportation Department for the Public Schools of Robeson County**.

### **Policy (Transportation Cancellation)**

It is the policy of Shining Stars to transport children to our programs when no other transportation is available to them. However, transportation is not a requirement for preschool children. It is also the policy of Shining Stars to provide regular transportation once transportation has been approved. However, there are certain circumstances when the administration may have to cancel transportation. Listed below are such times.

- The absence of the transporter due to illness.
- Special circumstance of the transporter.
- Vehicle out of commission.

## **Procedure (when transportation must be cancelled)**

- The **Preschool Director** will do everything to try to find a relief transporter, but in the case of one not being available transportation will not be provided.
- Shining Stars will make every effort to inform parents as soon as possible in order for families to make arrangement to transport their children to and from school, when it becomes necessary for the school transportation to be cancelled.
- Cancellation will not occur often or for more than one or two days.

# **Transporters Responsibilities**



## **School Transportation Seating Chart**

- To be filled out by transporter and a copy given to Shining Stars Office to be placed in the Transportation Folder
- Children should be in assigned seating at all times

- When changes occur it is the responsibility of the driver to update form and provide copy to Shining Stars Office

**Vehicles used to transport children must be safe and well-maintained.** Vehicles must be properly registered and insured. The vehicle interior must be free of holes and upholstery should not be ripped and torn. Vehicle conditions must be checked regularly: brakes, tires, fluids, annual inspection. Have vehicles serviced when necessary and filled with gas before each trip.

**Keep temperature comfortable on the vehicle.** Run the heater when outdoor temperatures are below 50°F, run the air conditioner when temperatures are above 75°F.

**Vehicles must be equipped to handle health emergencies.** A fully-equipped First-Aid kit and a fully charged fire extinguisher should be mounted or secured on each vehicle. Emergency information must be on the vehicle for each child and staff passenger. There must be an adult trained in First Aid and CPR on each vehicle.

**Child Care Rule .1003 (k)** – When children are transported, staff in each vehicle shall have a functioning cellular telephone or other functioning two-way voice communication device with them for use in an emergency.

**THE TRANSPORTER ALWAYS DOES THE LAST PHYSICAL CHECK OF THE ENTIRE VEHICLE TO BE SURE THAT ALL CHILDREN HAVE EXITED THE VEHICLE. (refer to page 13 under additional important procedures for exiting children)**

## **NEVER LEAVE CHILDREN UNATTENDED ON THE VEHICLE!**

**Age-appropriate child restraint devices must be used and properly fastened and installed in vehicles.**

- Children should not ride in the front seat of vehicles
- Do not carry more people than the vehicle capacity allows.
- No one may ride in the cargo area.
- All doors must be locked and all passengers must remain seated while the vehicle is in motion.
- All body parts (heads, hands, etc.) must be kept inside.

**Transporters must:**

- be properly trained, licensed and center/program-approved. The transporter should have no convictions of Driving While Impaired (DWI) or any other impaired driving within the last three years.
- be at least 21 years old,
- practice safe driving habits and drive at posted speeds,
- have practiced drills getting children out of vehicle in case of an emergency, and
- not have taken any medications, drugs, or alcohol in the previous twelve hours that could impair their judgment.

**The transporter/monitor maintains the roster and does attendance checks by name and face** when children enter and exit the vehicle. It is not enough just to do a head count! Take attendance by name and face.

**Please refer to page 13 under additional important procedures to ensure that all protocol is followed for the safety of children at all times (loading, unloading, in transport).**

## **Attention**

To assure the safety of all the children in the care of Shining Stars staff and to safeguard all early educators against the accusation of neglect or abuse of children, all employees of Shining Stars must follow the policies and procedures as they are outlined in this document.

## **Contacts and Phone Numbers**

Mary Schultz – Director of Early Years’ Programs (Preschool Director) – 910 671-4343

Meghan Miller – Director/Pembroke Shining Stars Facility – 910 521-0559

Ginger Bullock – Transportation Data Manager - 910 671-4343

Virginia Hunt – Transportation Coordinator

Raymond Cummings – Transportation Director, Public Schools of  
Robeson County – 739-4743

Renet McQueen – Contractor Manager – Public Schools of Robeson  
County – 737-5301

Dr. Linda Emanuel – Assistant Superintendent, Public Schools of  
Robeson County – 910 735-2368

Mr. Tommy Lowry – Assistant Superintendent, Public Schools of  
Robeson County – 910 735-2331



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**driver**

# FRONT

# Daily Bus Checklist

Initial the following items as completed for vehicle \_\_\_\_\_ on (date) \_\_\_\_\_

Pre-Trip	Initial		
<b>Check all exterior and interior lights to be sure all are in working order</b>			
<b>Check tires and horn to be sure in good working order</b>			
<b>Walk bus before use</b>			
<b>Make sure all children are buckled up</b>			
<b>Interior of vehicle was clean: no trash was left of the floor, floor had been swept</b>			
<b>Exterior of the vehicle was clean</b>			
<b>Did you have any concerns about mechanical working conditions of the vehicle</b>	Yes	No	

Post-Trip	Initial		
<b>Walk bus after each use (to be sure no one is left behind)</b>			
<b>Be sure bus is swept and all trash removed after each use</b>			
<b>Be sure windows are up</b>			
<b>Make sure all doors are locked (School/coordinator is not responsible for personal items left on the vehicle)</b>			
<b>Was problem reported to vehicle/ coordinator?</b>	Yes	No	
<b>Bus was in good mechanical working order (if not, list problems below and let School/coordinator know ASAP)</b>	Yes	No	

Any Questions Contact		
Mary Schultz 910-671-4343	Meghan Miller 910-521-0559	Virginia Hunt Bus Coordinator 910-785-0695

**\*\*\*Turn into the office at the end of each week. Office personnel will send documents to the Bus Coordinator at the end of each month.**



