



St. Matthew Community Preschool

555 East 12th Street ~ St. Charles, Minnesota 55972
507-932-4223 ~ smcpreschool@yahoo.com

Transportation Policy

Procedures

- Drivers must have a current license appropriate for the bus.
- Drivers must receive annual required training as detailed in the Transportation Procedures.
- Drivers must comply with all hiring policies including pre-drug testing, criminal background checks and required physicals.
- Children can only be released to those persons authorized by the passenger's parents. An authorization list will be available on the bus. Authorized persons must be 18 years or older.
- No child can ride the bus for more than one hour per trip.
- Emergency Information including the name of the parent/guardian and emergency contact must be available on the bus.
- Driver and volunteer must assure the proper storage of items so that aisles are clear and doors and emergency exits are unobstructed.
- All drivers and passengers must be properly seated and restrained.
- Drivers and volunteers must be certified in Child Safety Restraints by the state.
- All children under the age of 8 must be transported in a child passenger restraint system that meets federal motor vehicle safety standards.
- Those responsible for putting children in restraint systems must follow manufacturer's instructions, noting any defect or damage and must take steps to repair or replace the item. Children cannot be transported using a defective or damaged restraint system.
- A cellular phone or 2-way radio must be accessible at all times while transporting children.
- A transportation policy must be given to each passenger's parents, child care provider, and all adults authorized to pick up passengers at designated drop off sites.

Bus Route

- Only children being picked up from and dropped off at in-town daycares will be eligible for transportation.
- The driver must use his/her judgment about unsafe road conditions, such as muddy or icy country roads or maneuvering along very narrow streets. In these cases, parents/guardians will be asked to meet the bus on the service road.
- Routes will be constructed as to eliminate the need for any child passenger to cross the street upon boarding or exiting to his/her pick-up or drop-off site.

Passengers

- Eating, drinking and smoking on the bus is not permitted. However, water must be available on the bus during warm weather.
- Driver/volunteer must keep an accurate count/list of the passengers on the Bus Passenger Attendance List.

Emergency Evacuation Drills

- One practice drill per program year is required.
- Evacuation drills are performed to help children become familiar with front and back emergency exits and routines that go with both types of evacuations.
- Training must include safe riding, boarding, street crossing and recognition of danger zones.

Bus Inspections

- State law requires bus drivers to perform a pre-trip inspection for the bus before he/she drives each day. If the driver completes two or three routes in a day, with no one else driving in-between, only an inspection prior to the first route of the day is necessary. Drivers are required to complete the Bus Driver's Vehicle Inspection Report. Any problems that appear must be attended to as soon as possible.
- The current Bus Driver Vehicle Inspection Report must be maintained and carried on the bus at all times.
- Logs will be checked for completion by a preschool board member at each board meeting.

Bus Pick-Up

- The bus will wait no more than 2 minutes on the same side of the street as the pick-up site for passengers.
- **The driver/volunteer will not go to the door of any pick-up site to get a passenger.**
- If a child misses the bus, it is the parent, guardian, or daycare provider's responsibility to bring the child to school. If transportation to school is not available the parent, guardian, daycare provider is to call the preschool to let the teachers know the student will not be attending because he/she missed the bus.
- The bus driver/volunteer will determine if a child is ill at the time he/she boards the bus. An obviously ill child will not be allowed to board the bus and will be immediately returned to the parent/guardian/daycare provider. Exceptions will only be made for children with a note from a health care provider giving permission.

Bus Drop-Off

- The bus driver will drop off children on the same side of the street as the drop-off site. Children may not cross the street in front of or behind the vehicle. When necessary, the driver will drive into the driveway to unload passengers.
- **The bus driver must see the physical presence of an authorized adult when a child is dropped off.**
- When an authorized person is not at the designated site, the procedure is as follows:

First Incident

1. The driver will finish the route and return to the preschool site to look for an authorized adult. The bus driver will contact the Lead Teacher notifying him/her of the situation.
2. If an authorized adult is present at the preschool, the child will be released to that person.
3. If no authorized adult is present at the preschool, Emergency Contacts listed on the child's registration form will be contacted.
4. If no adult can be located, the child will be taken to the local law enforcement agency and a protective services referral will be made.
5. A written notice will be given to the parent/guardian.

Second Incident

1. The driver will finish the route and, at the same time, the Lead Teacher will attempt to contact authorized adults as well as Emergency Contacts.
2. If no adult can be located, the child will be taken to the local law enforcement agency and a protective services referral will be made.
3. A written notice will be given to the parent/guardian and a 1 week suspension of transportation services will occur.

Third Incident

1. Driver will finish the route.
2. The child will be taken to the local law enforcement agency and a protective services referral will be made.
3. A written notice will be given to the parent/guardian and termination of transportation services will occur.

All incidents will be filed in Student's Personal File

Inclement Weather Procedures

- St. Matthew Community Preschool follows the St. Charles Public Schools decisions for late starts and school cancellations due to weather. Therefore, if St. Charles Public Schools are cancelled due to weather, St. Matthew Community Preschool is also cancelled.
- If St. Charles Public Schools call a two hour delay late start, **only St. Matthew Community Preschool's AM preschool session will be cancelled.**
- In the event hazardous weather conditions are present or forecasted for the afternoon, The Preschool Board Chair and Director will decide whether or not to cancel the PM preschool session. Parents and Day Care Providers will be notified by phone if the afternoon class will be cancelled.