

Transportation Milestones

January

- Review list of bus monitor trained staff, and train as needed.

February

- Review list of bus monitor trained staff, and train as needed.
- Conduct transportation and pedestrian safety training for newly enrolled children and parents
- Review bus evacuation drill process and procedure with enrolled children – document activity in lesson plan
- Request date for 2nd mandated bus evacuation drill with assigned bus company – to be completed by April 17, 2020

March

- Review list of bus monitor trained staff, and train as needed.
- Review bus evacuation drill process and procedure with enrolled children – document activity in lesson plans

April

- Review list of bus monitor trained staff, train as needed.
- Complete 2nd mandated bus evacuation drill – Due April 17, 2020
- Submit certification of 2nd mandated bus evacuation drill to DFSS, maintain a copy in site files.

May

- Review list of bus monitor trained staff, train as needed

June

- Request date for 3rd mandated bus evacuation drill with assigned bus company – to be completed by August 7, 2020
- Review bus evacuation drill process and procedure with enrolled children – document activity in lesson plans



Transportation Milestones (continued)

July

- Review bus evacuation drill process and procedure with enrolled children – document activity in lesson plans

August

- Certify that all staff with bus monitor* responsibility have participated in all required Transportation Safety/Bus Evacuation training
- Conduct agency Transportation Safety Training with staff and volunteers
- Conduct required transportation and pedestrian safety training for parents of enrolled children during first Parent Orientation Meeting
- Confirm date and time of first mandated bus evacuation drill with assigned bus company
- Certify the completion and submission of documentation for all required bus evacuation drills for the program year

September

- Review list of bus monitor trained staff, train as needed
- Conduct required transportation and pedestrian safety training for enrolled children and parents
- Review bus evacuation drill process and procedure with enrolled children – document activity in lesson plans

October

- Review list of bus monitor trained staff, train as needed
- Review bus evacuation drill process and procedure with enrolled children – document in lesson plans

November

- Review list of bus monitor trained staff, train as needed
- Transportation – Conduct transportation and pedestrian safety training for newly enrolled children and parents
- Complete 1st required bus evacuation drill by November 15, 2019
- Submit certification of 1st completed evacuation drill, maintain a copy on site

December

- Review list of bus monitor trained staff, train as needed

For our purposes, any staff that may participate on field trips or special HS sponsored bus trips are considered “bus monitors”. Please note that transportation safety and bus evacuation staff training must occur prior to the first bus outing. The recommendation is that agencies make this training a part of their annual pre-service training and repeat as needed.

GOALS:

- **100% compliance with 30-Day Transportation Requirements; Staff training and Pedestrian Safety/Education**
- **100% completion of 2nd and 3rd bus evacuation drills prior to the end of the program year.**
- **Development and implementation of Delegate Agency Transportation evaluation survey.**



