

## **Training Requirement for Bus Drivers**

The Transportation Manager will ensure that each bus driver receives the following training prior to transporting any child enrolled in the agency's program:

1. Combination Classroom and on-the-road skills training to enable drivers to:
  - Operate the vehicle in a safe and efficient manner
  - Safely run a fixed route
  - Administer First aid and CPR in cases of an injury
  - Handle emergency situations, including evacuations
  - Conduct routine maintenance, safety checks, and precise record keeping

The Transportation Manager will ensure that each bus driver receives refresher training on each of the above listed training topics on an annual basis. Trainings will be offered at Staff Meetings, Pre-Service Trainings, and periodically through out the school year as time allows.

## **Training Requirements for Bus Monitors**

The Transportation Manager will ensure that each Bus Monitor has the following training before beginning their duties:

1. Child boarding and exiting procedures
2. Use of child restraint systems
3. Paperwork requirements
4. First Aid and CPR
5. Emergency evacuation procedures
6. Child pick-up and release procedures
7. Pre- and post-trip vehicle checks

The Transportation Manager and the primary supervisor of the bus monitor will ensure that each bus monitor receives refresher training on each of the above listed training topics on an annual basis. This may be done in a group setting or on a one-on-one basis.