

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Pedestrian / Bus Training

POLICY:

To ensure that children, staff, and parents know pedestrian and bus safety.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.47 and 1303.74](#)

PROCEDURE:

1. Staff will complete pedestrian / bus preparedness and bus evacuation with children and parents within 30 calendar days of enrollment, and noted on lesson plan.
2. Staff will conduct 2 more bus evacuation drills during the school year at the Director's discretion, noted on lesson plan.
3. All trainings will be documented and given to Delegate Director or Transportation Supervisor of the program.
4. Any new child and parent entering the program during the school year will need bus and pedestrian safety training within their first 30 calendar days of child's enrollment.. This must be documented and the parent must sign statement of participation.
- 5.. Documentation of training will be kept in Delegate office for review.