



# Parent Transportation Manual



## TRANSPORTATION POLICIES AND PROCEDURES

### **Center Vehicles Are For Official Use Only:**

Each Meyer Center bus/van is assigned a route area for pick-up and delivery. Each driver is expected to follow the bus/van route identified by the Center's Operations Coordinator. Any deviation from the route will be considered unauthorized use of the vehicle. Request for changes in the route must be cleared with the Operations Coordinator or Executive Director.

**All** forms in the enrollment packet **must** be complete before a child can be transported in Meyer Center vehicles.

1. The child should be fully dressed and ready to get on the bus/van when it arrives.
2. The bus/van will stop, sound the horn, and wait approximately two minutes. If the caregiver or child has not made an appearance by that time, the bus/van will continue the route and **will not return until the driver is notified by the parent/guardian.**
3. It is the caregiver's responsibility to provide assistance to the student in boarding or leaving the bus/van. The driver is not permitted to leave the bus/van for this purpose.
4. If the child is picked up/dropped off at a daycare or kindergarten, it is the parent's responsibility to make arrangements for those caregivers to provide assistance to the student in boarding or leaving the bus/van. The driver is not permitted to leave the bus/van for this purpose.
5. Caregivers will not be permitted to linger on the bus/van and/or indulge in long conversations with the driver.
6. Bus/van drivers are not permitted to carry verbal messages to and from school. All communication needs to be written or directed to the individual involved.
7. Children will not be permitted to eat on Meyer Center buses/vans during transport.
8. All children must remain seated and belted at all times during transport on Meyer Center buses/vans.
9. Children will not be permitted to use abusive language or excessive physical action against each other or the staff, while in transport on Meyer Center buses/vans.
10. Children will not be permitted to bring any object with which they can inflict harm on themselves, other children, or staff onto Meyer Center buses/vans used to transport them.
11. Students cannot be dropped off or picked up at any location other than the designated stop without prior approval from the Center's Operations Coordinator or Executive Director.
12. **The driver can only leave a student with a parent/guardian or person(s) listed on the student's Pick-Up Authorization Form.** The bus/van driver will request to see a picture identification of any new person picking-up a student.
13. The driver cannot leave a student with any caregiver with questionable sobriety.

### **Caregiver Not At Home/Drop-Off Point To Receive Child:**

Due to variances in student attendance, the bus van may arrive at your home earlier (or later) than expected. **If the driver finds no one at home/drop-off point to accept the student, he/she will not be permitted to leave the bus/van,** but will continue to the driver's final destination. The child will then be returned to the Meyer Center where an authorized person must pick him/her up. If Meyer Center staff are unable to contact parent/guardian or listed emergency contact person(s), the child will be considered "abandoned" and turned over to the Department of Social Services.

**Bus/Van Driver Must Be Contacted:**

1. When a child will not be attending school. Call the Meyer Center before 7:00 a.m. and leave a message on the driver's voice mail.
2. When a child returns to school following an absence. If a child misses a day of school, the bus/van will not stop to pick-up the child, until the driver has been contacted.
3. Prior to changing your address or daycare provider.

**Enforcement of Safety Policies:**

The safety of all the children being transported depends completely upon the amount of distraction the drivers must contend with during the times of transport. It is in the interest of the safety of all of our children that Meyer Center staff shall enforce the safety rules on the buses/vans.

If safety is being compromised by the actions of a child on the bus/van, the following procedures shall be followed:

- The children and their caregivers will be given warnings about the behavior that is not acceptable while riding on the bus/van.
- The caregivers will be asked to meet with staff to develop a behavior plan to alleviate the situation.

If safety continues to be compromised after three warnings to the caregiver, the following will take place:

- 1<sup>st</sup> occurrence – Suspension from Meyer Center Transportation for three (3) consecutive service days.
- 2<sup>nd</sup> occurrence – Suspension from Meyer Center Transportation for two (2) weeks of consecutive service days.
- 3<sup>rd</sup> occurrence – Shall be discussed and decided upon between caregivers and Meyer Center Management Team and may result in permanent suspension from Meyer Center Transportation.

**Non-Discrimination Policy:**

The Meyer Center does not discriminate with regard to age, race, creed, color, sex or handicap within the confines of its published mission statement. The Center is an equal opportunity/affirmative action employer and provider.

## **MEYER CENTER BUS/VAN EMERGENCY PROCEDURES**

A. Take Action:

1. **Call 911 for the Police and request an Ambulance if there are any injuries to the children or driver.**

**Call Meyer Center Office 250-0005** for assistance and a relief person. Office personnel will immediately notify the Operations Coordinator and Executive Director and call parents/guardians.

- Administrative personnel will immediately be dispatched to the scene of the emergency.
  - The Operations Coordinator will arrange for an appointment for an immediate drug test, as the State law indicates.
2. When the Police arrive, properly identify yourself and present Meyer Center's Vehicle Identification Number and insurance information.
  3. Ask the police to assist in taking steps necessary to prevent another accident at the scene.
    - a. Children may need to be removed from vehicle.
    - b. Bystanders and other traffic may need to be warned.
    - c. Children will need to be checked for injuries by EMS Ambulance personnel.

B. Complete Accident Report with Police – Work with the police officer to complete the necessary accident report. Statements as to responsibility are not to be made or signed except to your supervisor or the police. Be courteous at all times. Arguments at the scene of the accident should be avoided.

C. Driver will complete a Meyer Center Accident Report.

D. Get the facts – Secure names and addresses of persons who witnessed the accident. Obtain names and addresses of all persons involved in the accident and extent of injury, if any.

**Meyer Center Bus/Van Insurance Agent:**

Kendall & Associates  
P.O. Box 2999  
Greenville, SC 29602  
Phone: 271-9125

## **MEYER CENTER BUS/VAN EMERGENCY EVACUATION PLAN**

### **SCHOOL BUS:**

In the event of an accident, the following evacuation procedure should be followed after all other safety procedures have been performed.

- A. Driver shall check condition of all children and their restraints. Unfastening restraints and group children as they proceed with evacuation plan.
  
- B. Group children with minimal to no injuries and have them move to a safe distance away from the vehicle and away from the traffic flow if more danger is presented by staying on the bus.
  - 1. Maintain calm environment.
  - 2. Have children line up to follow the driver.
  - 3. Retrieve First Aid Kit.
  - 4. Count heads before leaving the vehicle to insure that all are accounted for.
  - 5. Count heads again after reaching the safe zone.
  - 6. Keep children grouped together until help arrives.
  
- C. If any of the children are too severely injured to be moved use all safety precautions applicable and available to ensure their safety. If possible stabilize child and move to safe zone.

### **Disembarking procedure:**

- A. If operational and feasible, exit through the door(s).
  - 1. If door(s) are jammed or blocked, pop releases and use emergency exits through side window(s) or exit in roof of bus.
  
- B. In the event you cannot move away from the vehicle.
  - 1. Remove key from ignition switch.
  - 2. Attend to injured children to best of present ability.
  - 3. Keep children calm until help arrives.

### **SCHOOL VAN:**

In the event of an accident the following evacuation procedure should be followed after all other safety procedures have been performed.

- A. Driver shall check condition of all children and their restraints. Unfastening restraints and group children as they proceed with evacuation plan.
  
- B. Group children with minimal to no injuries and have them move to a safe distance away from the vehicle and away from the traffic flow if more danger is presented by staying on the bus.
  - 1. Maintain calm environment.
  - 2. Have children line up to follow the driver.
  - 3. Retrieve First Aid Kit.
  - 4. Count heads before leaving the vehicle to insure that all are accounted for.
  - 5. Count heads again after reaching the safe zone.
  - 6. Keep children grouped together until help arrives.
  
- C. If any of the children are too severely injured to be moved use all safety precautions applicable and available to ensure their safety. If possible stabilize child and move to safe zone with other children.

**Disembarking procedure:**

- A. If operational and feasible, exit through the door(s).
  - 1. If door(s) are jammed or blocked, move children as far away as possible and try to kick out window to supply exit.
    - a. Lay flat on back while covering face and kick with full strength of both feet.
    - b. Use any object handy that can safely rake off all glass pieces from edges before attempting passage.
  
- B. In the event you cannot move away from the vehicle.
  - 1. Remove key from ignition switch.
  - 2. Attend to injured children to best of present ability.
  - 3. Keep children calm until help arrives.

**MEYER CENTER  
CHILD PASSENGER SAFETY GUIDELINES**

1. A physical therapist and a Certified Child Passenger Safety (CPS) Technician will evaluate each child upon entry to the Meyer Center to determine the appropriate car restraint system.
  - a. age, weight, height and disability will be considered
  - b. as the child grows, the car restraint system will be reassessed to ensure its adequacy
2. Children under one-year of age and under 20 lbs. in weight will be rear facing.
3. Children over 20 lbs. and under 40 lbs. will be in an appropriate forward-facing car restraint system.
4. Children over 40 lbs. will be evaluated for the appropriate restraint system for their disability (booster seat with shoulder harness, harness system, or special car restraint system for children over 40 lbs).
5. All Children will be restrained to prevent head excursion. (No child will use only a lap belt).
6. Bus/van drivers will check installation of car restraint systems and straps daily.
7. Car restraint systems will be replaced according to the manufacturer's guidelines to ensure good operating condition.
8. Bus/van drivers will review tie-down and lift procedures at least 2 times per year.
9. A Certified Technician will assist classrooms in planning field trips to ensure appropriate seating requirements are met.
10. Meyer Center car restraint systems will be used only on Meyer Center buses.
11. Meyer Center car restraint systems will not be loaned to any individual or agency.
12. Meyer Center employees may not transport students in personal vehicles.



## TRANSPORTATION DIRECTORY

|  | Home Phone     | Meyer Center Phone                 |
|--|----------------|------------------------------------|
| <b><u>24-Hour Voice Mail For Drivers</u></b>                                   |                |                                    |
| (Use this number to leave a message regarding pick-up or drop-off of a child). |                | 250-0005, Ext. 240<br>(Voice Mail) |
| <b><u>Operations Coordinator</u></b>   |                |                                    |
| Carolyn Chiles<br>(to request changes in bus service)                          | 244-5425       | 250-0005, Ext. 202                 |
| <b><u>Van Drivers</u></b>  |                |                                    |
| Andrea Beam  | 244-0915       | 250-0005                           |
| Lynn Brown   | 610-9217       | 250-0005                           |
| Sherry Epps  | 895-4052       | 250-0005                           |
| Bianca Ponce   | (864) 222-3439 | 250-0005                           |
| Clovia Swaynham  | 246-4185       | 250-0005                           |
| <b><u>Substitute Drivers and Bus Monitors</u></b>                              |                |                                    |
| Robbin Archie  | 299-6064       | 250-0005                           |
| Rachael Carroll  | 322-9519       | 250-0005                           |
| Donna Lanier   | 895-3185       | 250-0005                           |
| Tricey Allen   | 235-4472       | 250-0005                           |
| Fran Morrell   | 268-4563       | 250-0005                           |
| Kathi Owens  | 288-9378       | 250-0005                           |
| <b><u>Certified Passenger Safety Technicians</u></b>                           |                |                                    |
| Selina Naik  |                | 250-0005, Ext. 250                 |
| Bianca Ponce   |                | 250-0005                           |
| Clovia Swaynham  |                | 250-0005                           |