



Meyer Center
for Special Children



TRANSPORTATION MANUAL

Reviewed: 07/2022

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Transportation services play a vital role in the overall Meyer Center program. The policies and procedures in this manual are for the purpose of establishing quality standards and maintaining best practices that will ensure the safety of our students.

These Transportation Policies and Procedures apply to all regular and substitute bus drivers and monitors. Failure to adhere to the policies and procedures at any time may result in termination of employment.

1. Bus Driver/Monitor Qualifications & Requirements

- 1.1 Drivers shall be 21 years of age or older and meet staff qualifications, including a criminal background check.
- 1.2 Monitors shall be 18 years of age or older and meet staff qualifications, including a criminal background check
- 1.3 Drivers/Monitors shall have a valid South Carolina driver's license
- 1.4 Drivers/monitors shall be deemed acceptable/unacceptable according to the criteria listed in the Modivcare Transportation Manual and MVR Guidelines.
- 1.5 Drivers/monitors shall not be under the influence of any chemical substance that may impair driving ability
- 1.6 Drivers/monitors shall not have a mental or physical status that could impair driving ability
- 1.7 Drivers/monitors shall undergo physicals by a licensed physician, as required by the "Department of Transportation" (DOT)
- 1.8 Drivers/monitors shall maintain a current DOT physical card at all times during transport
- 1.9 Drivers/monitor shall successfully complete a Defensive Driving Course every two (2) years, and sixteen (16) hours of "behind the wheel training" with a certified driver
- 1.10 Skills outlined in the "Driver Evaluation Form" and "Bus Training Checklist" shall be successfully completed and signed prior to obtaining certified status
- 1.11 Drivers/monitors shall review and sign the Meyer Center "Driver Agreement" upon hire and annually thereafter
- 1.12 Drivers/monitors shall maintain current CPR and First Aid Certification
- 1.13 Drivers/monitor shall successfully complete annual training, as required by Meyer Center including but not limited to the following:
 - a. Transportation Policies & Procedures
 - b. Defensive Driving
 - c. Emergency & Evacuation Procedures
 - d. Wheel Chair Tie-Down Procedures
- 1.14 Drivers/monitors shall successfully complete PASS Basic & PASS Hands On every three (3) years.
- 1.15 Drivers/monitors must wear name tags at all times
- 1.16 Drivers shall complete a Pre-Trip Inspection every morning prior to transport

2. Vehicle Requirements

- 2.1 Only insured, licensed, well-maintained vehicles shall be used to transport children

- 2.2 Drivers/monitors shall maintain a clean and safe environment on the bus
- 2.3 All Meyer Center vehicles shall be inspected and approved by the Department of Transportation (DOT) regulations and standards
- 2.4 Proof of insurance and vehicle registration information shall remain on the bus at all times
- 2.5 The number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle
- 2.6 All buses will be equipped with a first aid kit, umbrella, flashlight, blanket(s), fuel tank key, wipes, tissue, biohazard bags, rubber gloves, roadside safety kit, and red emergency fire exit blanket.
- 2.7 Buses shall be locked and emergency brakes set when vehicle is not in use
- 2.8 Drivers/monitors shall assist in transporting Meyer Center buses for routine maintenance and/or services, as requested by the Operations and Transportation Director

3. Equipment Requirements

- 3.1 Each child shall be transported securely in accordance with all applicable state and federal laws
- 3.2 Drivers/monitors shall secure each child in an individual, age-appropriate safety restraint in accordance with car seat manufacturer recommendations and "Child Passenger Safety Guidelines"
- 3.3 Drivers/monitors will inspect each child safety restraint system for security and safety prior to each trip
- 3.4 Drivers/monitors shall inform the Operations and Transportation Director of upcoming car seat expiration dates
- 3.5 Wheelchairs used to transport students in Meyer Center vehicles must be approved by the NTSA and inspected two (2) times each year.
- 3.6 Drivers/monitors will ensure that all equipment/objects are tied down appropriately prior to transport

4. Communication

- 4.1 Drivers/Monitors cell phones shall be turned on prior to each trip
- 4.2 Drivers/Monitors shall check TEAMS messages prior to 7:00 am and 1:30 pm each day
- 4.3 Incoming calls from the School should be infrequent and shall be answered by the monitor to avoid distracting drivers from safe driving practices
- 4.4 Drivers/monitors shall not use cell phones for personal use for any reason, while on the bus.

4.5 Drivers/monitors shall be responsible for informing parents/guardians of the appropriate pick-up/drop-off time(s)

4.6 Drivers/monitors are not permitted to convey verbal messages from parents/guardians (handwritten messages will be allowed)

4.7 Drivers/monitors are required to practice confidentiality regarding students at all times

4.8 Drivers/monitors shall report any dangerous situations regarding a child's environment to the Operations and Transportation Director immediately.

4.9 Drivers/monitors shall report any bus problems to Operations and Transportation Director immediately.

5. General Practices

5.1 Driver/monitors are responsible for the safe transport of each student in Meyer Center vehicles.

5.2 Children shall never be left unattended in a vehicle, even for brief periods

5.3 At the end of each trip the driver and monitor shall conduct a visual check by walking from the front to the back of the bus to ensure all students have been unloaded

5.4 Each child will be accompanied by an adult to/from the vehicle to ensure safety

5.5 Monitors shall observe bus riders at all times during transport

5.6 Children shall not eat, drink, stand or engage in other dangerous or distracting activities during transport

5.7 Drivers/monitors shall immediately report any bus-related injuries or accidents to Operations and Transportation Director

5.8 Drivers/monitors shall not give a child to any individual unless that person is listed on the child's Pick-Up Authorization Form

5.9 Drivers/monitors shall request to see a picture identification of any unfamiliar person picking-up a student

5.10 Drivers/monitors shall not leave a student with any caregiver with questionable sobriety

5.11 Drivers /monitors may not make any changes in route(s), or pick-up/drop-off times without prior approval from the Operations and Transportation Director

5.12 Drivers/monitors should dress properly and set a good example for students by showing patience and respect

5.13 Drivers/monitors are not permitted to wear any type of sandals or flip flops while buses are in transport

5.14 Drivers/monitors are not permitted to eat or drink on the bus

6. Addressing Student Behavior

The safety of all the children and staff being transported on a Meyer Center vehicle is of highest importance. It is in the interest of safety that Meyer Center employees shall enforce safety rules on the buses.

If safety of children or staff members is being compromised by the actions of a child on the bus, the following procedures shall occur:

- 6.1 The driver and/or monitor are responsible to document the behavior and provide a copy to the Operations and Transportation Director and Executive Director.
- 6.2 The Operations and Transportation Director will give the parent/guardian a verbal warning and, if necessary, a written warning about the behavior that is not acceptable.
- 6.3 Meyer Center staff (including child's classroom teacher, therapists, bus driver, bus monitor, Operations and Transportation Director and, if warranted, the parent/guardian and/or Executive Director) will develop a plan to alleviate the situation.
- 6.4 Operations and Transportation Director will contact the parent/guardian to discuss the plan.
- 6.5 The plan will be implemented.
- 6.6 In extreme situations, a child may be suspended (temporarily or permanently) from being transported by a Meyer Center vehicle.

7. Loading and Unloading Procedures

1. All drivers/monitors will assist with the safe loading/unloading of all children transported on Meyer Center buses.
2. Only the driver/monitor will board their appropriate bus. Others will assist outside of the bus.
3. All drivers/monitors will do a walk through after their bus has been unloaded.

Specific Procedures

Loading Student(s) at designated pick up point:

1. The driver will stop the bus, sound the horn and wait for the child to board the bus for two minutes. If the caregiver or child has not made an appearance within that time, the bus will continue the route and will not return until the driver is notified by the parent/guardian.

2. It is the caregiver's responsibility to provide assistance to the student in boarding or leaving the bus. The driver/monitor is not permitted to leave the bus for this purpose.
3. The caregiver should not board the bus and/or indulge in long conversations with the driver/monitor.
4. Prior to continuing the route -
 - a. Child will be placed in proper seating and be strapped in securely.
 - b. Daily Trip Log with parent signature and Student Transportation Checklist will be completed.

Loading Student(s) at school:

1. Driver/monitor will report to the appropriate bus when it is time to load.
2. Prior to transport -
 - a. Each child will be placed in proper seating and be strapped in securely.
 - b. Daily Trip Log and Student Transportation Checklist will be completed.

Unloading Students at designated drop off point:

1. Driver/Monitor will -
 - a. Escort child to bus door.
 - b. Get signature of authorized person who takes responsibility for the child.
 - c. Complete Daily Trip Log and Student Transportation Checklist.
2. When all children have been transported to their designations safely, the bus will continue to the ending location where -
 - a. Driver/monitor will do a walkthrough of the entire bus and complete the daily trip log and student transportation checklist.
 - b. Driver/monitor will complete paperwork and lock all doors prior to exiting the bus.

Unloading students at school:

1. Driver/monitor will –
 - a. Unload children, one at a time, checking off the Student Transportation Checklist as each child leaves the bus.
 - b. Children will be escorted to the appropriate classroom by a Meyer Center staff member.
2. When all children are unloaded from the bus,
 - a. Driver/monitor will perform a walkthrough and complete the Student Transportation Checklist before exiting the bus
 - b. Driver will park the bus, complete paperwork, and lock all doors prior to exiting the bus.

NOTE: Same procedures apply to all Meyer Center fieldtrips with the exception that the Fieldtrip Checklist will be used rather than the Student Transportation Checklist.

8. Seizure Procedure for Bus

The following are recommendations for bus drivers and monitors when responding to a seizure occurring en route:

1. Safely pull over and stop the bus in order to assess the situation
2. Clear the area around the student who is having the seizure. If the child can be safely moved, lay them down on a flat, safe, hard surface. If the student begins vomiting, position the student on their side to ensure they do not aspirate on their vomit. The bus monitor should begin timing the seizure.
3. The bus driver should immediately call the Meyer Center Operations and Transportation Director if any seizure activity is suspected. If the seizure activity continues or progresses, the bus monitor will call 911 immediately and request EMS to your location. The monitor will stay with the student until emergency medical personnel arrive on the scene. The bus driver should position themselves so they can see both the seizing child, and the other students on the bus.
4. Remove the Diastat ziploc bag from the child's bookbag. In the bag, look for the Diastat form. This form will have the length of time to wait before administering Diastat(usually 3-5 minutes). Once this time frame has been exhausted, remove the Diastat cap, insert Diastat into the student's rectum, and administer the entire syringe of Diastat immediately. If you have not already done so, call 911 immediately and request EMS to your location. The bus monitor should place their phone on speaker phone and stay on the phone with EMS until the ambulance arrives.
5. Stay with the student and monitor breathing and seizure activity. The child should be taking no less than 20 breaths per minute. Note how long the seizure lasted after the administration of Diastat. Tell the EMT's that you have administered Diastat and give them the empty Diastat syringe. The monitor must ride with the student in the ambulance if the parent has not arrived on the scene.
6. Contact parent/guardian and inform them of the situation and your current location.

9. School bus severe weather/tornado policy

If a tornado warning is issued by the National Weather Service prior to, or during loading procedures, all departure of buses will be delayed until the warning has been lifted. Any children currently on a bus must be returned to the safety of the school. Anytime Meyer Center personnel are notified of a weather situation, the Operations and Transportation Director and Executive Director should be notified immediately.

The Operations and Transportation Director will immediately alert all drivers/monitors advising them of the potential danger(s), and instructions issued to be especially alert to the potentially dangerous situation(s).

When drivers/monitors have been advised, and feel that the severe weather is imminent, immediately get to a well-constructed building that you can unload students into, then do so as fast as possible. In a building, move children into the interior or basement of the building away from windows and doors. If possible, ask bystanders for help and notify the Operations and Transportation Director of your location. Remain in

communication with the Operations and Transportation Director /Meyer Center Executive Director regarding your current situation at all times if possible.

Listed below are some basic tornado spotting techniques:

1. Color: A very dark (black) thunderstorm or one taking an eerie look (brownish, green, or yellow cloud colors) may be an indication of a severe thunderstorm. The colors and darkness of the cloud are caused by the storm's massive size and the blockage of sunlight.
 - This storm may bring hail, very heavy rain, and damaging winds.
2. The sound of a freight train is the roar of wind as it moves through trees and buildings. It may indicate an approaching tornado or severe downburst.
 - Take protective action immediately.
3. Funnel/Tornado: A funnel is a small rotating funnel-shaped cloud. It does not touch the ground. If the funnel-shaped cloud is touching the ground, **it is a tornado**. Only a very small percentage of funnel clouds turn into tornadoes. However, it is possible for the rotating column of damaging winds from a tornado to be on the ground with the visible funnel only extending half-way to the ground. People often confuse low clouds, commonly called "scud", for tornadoes or funnel clouds.
 - Look for debris, leaves and dust rising into the air and listen for the sound of a freight train. It is important to look for organized counterclockwise rotation about a vertical axis.

Although tornadoes are a huge concern, large hail, high winds and flooding also pose significant threats. All drivers/monitors should be prepared to react quickly and take charge of a severe weather situation.

Meyer Center Rights

Just as the parents/guardians have rights, so do the staff of the Meyer Center. Any parent/guardian who verbally abuses any staff member will risk termination of their child from the Meyer Center without any guarantee of reinstatement.

In accordance with federal law, Meyer Center for Special Children is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write Director, Office of Civil Rights; Whitten Building; 1400 Independence Avenue, SW, Washington, DC 20250-9410. Meyer Center for Special Children is an equal opportunity/affirmative action provider and employer.

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BUS 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 Operations and Transportation Director, Christie Benton 864-608-7501 for assistance and a relief person. Office personnel will immediately call parents/guardians.

- Administrative personnel will immediately be dispatched to the scene of the emergency.
 - The Operations and Transportation Director 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 the 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 vehicles (*Emergency Evacuation Procedures attached*)
 - 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 Insurance Agent:

The Turner Agency, Inc.
623 Halton Road
P.O. Box 17677
Greenville, SC 29606
Phone: 288-9513

Insurance Company: Philadelphia Insurance Company

BUS EVACUATION PROCEDURES

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.

- B. 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.

Evacuation 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.