



# Creative Preschool

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“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6

## Transportation Policy

### Procedures

- Drivers must have a current license appropriate for the bus.
- Drivers must comply with all hiring policies including criminal background checks and required physicals.
- Drivers must complete safety training as required by the state.
- Children can only be released to those persons authorized by the passenger’s parents.
- Emergency information including the name and phone numbers(s) of the parent(s)/guardian(s) must be available on the bus.
- Driver must assure the proper storage of items so that aisles are clear and doors are unobstructed.
- All drivers and passengers must be properly seated and restrained.
- All children must be transported in a high back booster seat that meets federal motor vehicle safety standards and has not reached its expiration date.
- Those responsible for putting children in restraint systems must follow manufacturer’s instructions, noting any defect or damage and must take steps to repair or replace the item. Children cannot be transported using a defective or damaged restraint system.
- Driver will insure that restraint systems and van interior will be kept clean and checked on a daily basis.
- A cell phone will be accessible at all times while transporting children.
- A transportation policy will be given to each passenger’s parents and daycare provider.

### Bus Route & Pick-Up/Drop-Off

- Only children being picked up from and dropped off at in-town daycares will be eligible for transportation.
- Routes will be constructed as to eliminate the need for any child passenger to cross the street upon boarding or exiting to his/her pick-up or drop-off site.
- The driver must use his/her judgment about unsafe road conditions, such as snowy or icy roads. If conditions become unsafe, the driver will return to the preschool and parents will be contacted to pick up/drop off their children.
- The driver will honk the horn and **the bus will wait no more than 2 minutes** on the same side of the street as the pick-up site for passengers.
- **The driver will not go to the door of any pick-up site to get a passenger, as state regulations require that children not be left unattended in the vehicle.**
- If a child misses the bus by not being ready, it is the parent or daycare provider’s responsibility to bring the child to school.

- The driver will determine if a child is ill at the time he/she boards the bus. An obviously ill child will not be allowed to board the bus and will be immediately returned to the parent/daycare provider. Exceptions will only be made for children with a note from a health care provider giving permission.
- **The bus driver will not go to the door of any drop-off site, as state regulations require that children not be left unattended in the vehicle, but must see the physical presence of an authorized adult before a child is dropped off.**
- In the event that a child becomes ill, the vehicle breaks down or is involved in an accident, or any other emergency, the driver will safely stop the vehicle, out of the way of traffic if at all possible, and call emergency services if necessary. The driver will then notify the Director of the preschool, who will in turn notify the passengers' parent/daycare of the situation. If need be, a meeting place will be established to insure safe reunification with their parents.

### **Inclement Weather Procedures**

- Creative Preschool follows the McCook Public Schools decisions for late starts and cancellations due to weather. Therefore, if McCook Public Schools cancels because of weather, Creative Preschool is also cancelled.
- If McCook Public Schools call a two hour late start, only Creative Preschool's AM preschool session will be cancelled.
- In the event hazardous weather conditions are present or forecasted for the afternoon, the Preschool Director and Peace Lutheran Board of Education will decide whether or not to cancel the PM preschool session. Parents will be notified by phone or email and closings will be posted on KICX radio if classes are cancelled.
- **We do not have van service if there is snow or ice on the roads. Our van has rear wheel drive and it is a challenge to drive on slick roads. We want to keep everybody safe!**