



TRANSPORTATION PLAN

SITE/SCHOOL: _____ CLASSROOM # _____ DATE: _____

TEACHER: _____ TA: _____

LEAVING THE SCHOOL: STUDENTS

PRESENT: _____ BOARDING: _____ OFF-LOADING: _____ TIME: _____

RETURNING TO THE SCHOOL: STUDENTS

PRESENT: _____ BOARDING: _____ OFF-LOADING: _____ TIME: _____

PROCEDURE FOR BOARDING THE BUS

1. Teacher will board the bus first to check off students on roster as they board the bus.
2. TA will stand at the end of the line to ensure no students wander off.
3. Students will hold on to the rail as they climb each step to board the bus.
4. Teacher will assign students to seats.
5. After each student is seated, the teacher and TA will secure students correctly in their seats.
6. Before leaving for their destination, the teacher and TA will conduct a final head count to verify that the number of students match the documented sign-in roster for that day.
7. Teacher and TA will confirm and record the number of the head count in the space provided above.

PROCEDURE FOR RIDING THE BUS TO AND FROM DESTINATION

1. Teacher and TA will make sure students stay in their seats.
2. As needed, remind students to keep their hands to themselves and use quiet/inside voices.
3. As needed, remind students to follow the bus driver's and teachers' instructions.
4. As needed, redirect/correct children who are not following bus safety rules.

PROCEDURE FOR EXITING THE BUS AT DESTINATION

1. TA will exit the bus to receive and monitor students as they off-load the bus.
2. Teacher will check-off students on the same attendance sheet to get a head count as they off-load the bus.
3. Students will hold on to the rail as they step down each step to off-load the bus.
4. The TA will monitor the students as they form a line to enter the building.
5. When the last student has been checked off, the TA will conduct a head count to ensure the number of students on the roster matches the number of students who boarded the bus and off-loaded the bus.
6. The teacher will conduct a complete visual inspection of every seat, front to back and back to front to ensure no student has been left on the bus.
7. Teacher will record the number of the head count and share with the TA. _____

PROCEDURE FOR RE-BOARDING THE BUS

1. Teacher will board the bus first to check off students on roster as they board the bus.
2. TA will stand at the end of the line to ensure no students wander off.
3. Students will hold on to the rail as they climb each step to board the bus.
4. Teacher will assign students to seats.
5. After each student is seated, the teacher and TA will secure students correctly in their seats.
6. Before leaving to return to the school, the teacher and TA will conduct a final head count to verify that the number of students match the documented sign-in roster for that day.
7. Teacher and TA will confirm and record the number of the head count. _____

PROCEDURES FOR RETURNING STUDENTS TO SCHOOL

1. TA will exit the bus to receive and monitor students as they off-load the bus.
2. Teacher will check-off students on the same attendance sheet to get a head count as they off-load the bus.
3. Students will hold on to the rail as they step down each step to off-load the bus.
4. The TA will monitor the students as they form a line to re-enter the school.
8. When the last student has been checked off, the teacher will share the head count and share with the TA.
5. TA will conduct a head count to ensure the number of students on the roster matches the number of students who boarded the bus and off-loaded the bus.
6. Teacher and TA will confirm and record the number of the head count in the space provided above.
7. The teacher will conduct a complete visual inspection of every seat, front to back and back to front to ensure no student has been left on the bus.
8. Before leaving, the bus driver will conduct a complete visual inspection of every seat, front to back and back to front to ensure no student has been left on the bus.
9. The teacher and bus driver will sign below acknowledging the plan has been implemented with fidelity.

By signing below, I acknowledge that I have read and followed these instructions.

Teacher: _____ Bus Driver: _____