

Head Start Bus and Pedestrian Safety Drill Checklist

Driver and monitor should conduct the drill as a team. Involve parents as much as possible.
Keep the instruction developmentally appropriate for young children.
Always conduct drills in a safe location away from traffic. **CHILDREN'S SAFETY IS A PRIORITY.**

The Bus Safety Drill should consist of a review of the following:

- Introduce the drill and explain the purpose of the drill.
- Safe riding practices.
- Safety procedures for boarding and leaving the vehicle.
- Seatbelts and restraints. **REMINDE** the children that riding in a safety seat keeps them safe.
- Safety procedures in crossing the street to and from the vehicle at stops, when no other route is available.
- Recognition of the danger zones around the vehicle. (Side, rear, and front of bus)
- Emergency exits. Show the children the emergency exits and demonstrate how to open them.
- Emergency evacuation procedures. Help all children evacuate from the vehicle in an orderly fashion. Teach children to hold hands and wait in a safe area after evacuating.

Head Start transportation must be equipped with the following:

- Communication system to call for assistance in case of an emergency.
- Charged fire extinguisher properly mounted near the driver's seat and a sign indicating its location. (Extinguisher to be inspected monthly)
- First aid kit and sign indicating the location.
- Seat belt cutter for use in an emergency evacuation and a sign indicating its location.
- Pre and post trip vehicle check-log.
- Up-to-date roster of the children, including a list of emergency contacts.

The Head Start safety drill was conducted following the above guidelines on _____.
(Date)

Driver Signature: _____

Monitor Signature: _____

Teacher Signature: _____

*****SEND TO AREA MANAGER WHEN COMPLETED*****