Department: Transportation	Approval Date:	Procedure Number: 9510e
Regulation Number: **HSPPS 1303.72**	**Regulation Title:** **Transportation Services**	**Procedure Title:** **Bus Monitor Training**

Procedure:

Direct service providers that transport Early Head Start or Head Start children must ensure that each bus monitor receives training before beginning work.

Training must include:

- Child boarding and exiting procedures
- Overview of Head Start transportation requirements
- Appropriate expectations and communication for young children;
- Proper installation and adjustment of child safety restraint systems to ensure proper fit to each child
- Completing any required paperwork
- How to respond to emergencies
- Emergency evacuation procedures
- How to use special equipment
- Child pick-up and release procedures
- How to conduct pre-and post-trip vehicle checks
- Appropriate precautions in transporting children
- First aid and cardiopulmonary resuscitation
- Recognition and reporting of child abuse and neglect