



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BUS HANDBOOK & RULE GUIDELINES

YOUTH DEVELOPMENT CENTERS

SCHOOL AGE LEARNING CENTERS



April 2024

BUS INFORMATION GUIDE

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Dear Parents,

We welcome you and your child to the YMCA Youth Development Centers. At all YDC the safety of our children , families and staff is our top priority.

It is the responsibility of the driver and staff to enforce transportation regulations and maintain discipline for the safety of all on board our busses. In order to ensure our drivers and staff are able to provide secure and safe transportation we must have your support.

Please take time to thoroughly read the bus handbook and rules guidelines with your student in order to help us ensure the safety of all those traveling in our care.

We thank you for allowing us to join with you in providing the care, nurturing and safe transportation of your child.

Warm regards,

Youth Development Center
Staff



NO RIDE PROCEDURE

If your child will not be riding the bus as normally scheduled you must call the YDC reception desk at 701-255-6122 prior to 1pm. A \$10 per child per instance fee will be assessed if you fail to call prior to 1pm and we must call you to confirm your child is not riding the bus.

STUDENT RESPONSIBILITIES

1. Be at the designated pick up on time.
2. Stay with youth leaders and conduct themselves in a safe manner while waiting for the bus.
3. Stay back at least 10 feet from the bus and wait until the bus comes to a complete stop and the doors open before approaching.
4. Line up to get on the bus single file, do not rush to get on the bus.
5. While entering the bus use the handrail and take one step at a time.
6. Remain seated facing forward while the bus is moving.
7. Talk in a respectful manner with an inside voice using appropriate language.
8. Keep hands, feet and personal items to themselves.
9. Food and beverages are not to be consumed on the bus.
10. Keep all personal belongs together, do not unpack backpacks so personal items are not left behind.
11. Exit and depart the bus in an orderly manner keeping hands, feet and personal items to themselves.
12. Walk, do not run after exiting the bus.
13. Line up as instructed with assigned group after exiting the bus.
14. Walk quietly on the side walk and through the hallways of the Y.
15. Stay with the group at all times.

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DISCIPLINE

In order to ensure the safe transportation of all occupants of the bus, it is imperative that children follow the instruction of the driver and youth leaders at all times. Students that are unruly, aggressive, destructive or are causing an unsafe situation of any kind will receive disciplinary action. Any unsafe or challenging behavior will result in written notification to parents detailing the nature and circumstances surrounding the unsafe or challenging behavior. Depending on the situation, students may be suspended from riding the bus and/or the program. Ongoing unsafe or challenging behaviors could result in termination of the child care agreement.

YOUTH LEADERS

Youth leaders will meet students at the designated meeting area when the school bell rings each day. Although unlikely, there may be times that children must go directly to the bus and the driver will serve as the youth leader.

Youth leaders will check in each child assigned to them at the school. Youth leaders will periodically count the children while waiting for the bus as well as during transport using a ticker counter to ensure the group stays together and all students are accounted for.

It is the responsibility of the youth leaders to ensure the safety of the group prior to boarding the bus, on the bus as well as upon departing the bus. Youth leaders will be the last to board the bus at the school to ensure all students safely board the bus.

The youth leaders will stagger themselves on the bus so that there is a youth leader at the back, middle and front of the bus. The goal of this arrangement is to give the youth leaders the ability to supervise the students adequately.

Upon arrival to the destination youth leaders will ensure all students safely exit the bus and proceed to the meeting point.

The youth leaders will gather students assigned to their group and check in each student upon arrival to the Y. The youth leaders will walk the students to their assigned classroom ensuring all students in the group remain with the group and cause no disruption in the hallways.

LOST AND FOUND

If your student has lost items while riding the bus please check the lost and found at the YDC reception desk. If the item is not in the lost and found please reach out to the school age program director at 701-751-9773.

SEVERE WEATHER

In the event of severe weather families will be notified as quickly as possible of any weather related closure.

Any day Bismarck Public Schools closes due to inclement weather the Youth Development Centers Before and After School Program will not be in session.

Should Bismarck Public Schools close prior to the end of the school day it is the responsibility of parents/guardians to pick up their student from school.

INCIDENT RESPONSE PROCEDURE

In the event that a Y bus is involved in a collision while program participants are onboard the bus driver and/or staff must immediately notify the director of the program of the children involved.

The program director will enact the bus incident response procedures.

The program director will provide guidance to staff and alert the appropriate agencies or individuals as applicable. Families will be notified of incidents as soon as possible.

The program director, YDC director, operations director, facilities director and safety specialist will respond to the site of the incident.

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INCIDENT RESPONSE PROCEDURE

Y and YDC leadership will promptly follow the incident response procedures in the event of an incident involving the bus. The procedures are as follows:

Program Director

When notified of the event ask the staff:

- Is anyone injured?
- Is it safe to remain on the bus?

Injury	No Injury	Safe to Remain on Bus	Not Safe to Remain on Bus
Instruct staff to call 911	Call law enforcement	Instruct staff to keep children calm	Instruct staff to keep children calm
Instruct staff to administer appropriate first aid	Inform YDC Director	Instruct staff to remain on bus until further direction	Instruct staff to evacuate the children to a safe location away from traffic
Inform YDC Director	Travel to accident location		
Travel to accident location (in Y van if possible)	Arrange for alternate transportation for children and staff		
Assist in first aid			
Arrange for alternate transportation for uninjured			
Place phone calls to families of injured			

- Notify parents of children involved
- Notify licensing of any injuries.
- Prepare incident report form.
- Collect written statements from staff , driver and any witnesses.
- Provide YDC Director with all documentation of incident including law enforcement reports.

INCIDENT RESPONSE PROCEDURE

YDC Director

Injury	No Injury
Notify Operations Director	Notify Operations Director
Notify Facilities Director	Notify Facilities Director
Notify Safety Coordinator	Notify Safety Coordinator
Travel to accident location	Travel to location of the incident
Assist in first aid	
Become point of contact for emergency onsite	
Place phone calls to families of injured	

- Prepare communication for families and send to School Age Program Director
- Collect documentation surrounding incident to be turned in to Operations Director.

Operations Director

- Respond to location of incident
- Assist as needed
- Notify CEO

Facilities Director

- Respond to location of incident
- Assist as needed

Safety & Employee Development Specialist

- Respond to location of incident
- Assist as needed
- File appropriate paperwork work applicable agencies

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SAFETY CHECKLIST

All drivers will conduct a pre-trip inspection prior to the operation of a YMCA YDC bus. The bus inspection is completed and turned into the Facilities Director to ensure safe functioning and proper maintenance of each bus.



BUS INSPECTION CHECKLIST

Driver Name: _____ Bus # _____ Week of _____

PRE-TRIP INSPECTION CHECKLIST	Mon.	Tues.	Wed.	Thrs.	Fri.
Preliminary: Check for leaks (oil, coolant, etc.) and vandalism					
DO NOT CRAWL UNDER OR ON THE BUS					
Check Engine Compartment/Front Wheels, Brakes, Suspension					
Engine Compartment: Check belts (water pump, alternator, fluid leaks, wiring, hoses)					
Front Suspension: Steering box and linkage, front suspension (springs, mounts and shocks)					
Front Wheels: Front wheels - rim, tire, lug nuts (turn by hand), hub oil seal					
Front Brakes: Front brakes, hoses, drums/rotors					
Check Emergency Equipment: Available and operable (Fire extinguisher, First aid kit, body fluid precaution kit, reflectors.)					
Check all Gauges: Start engine: at idling speed check amp, volt, oil pressure, fuel-no less than 1/2 tank					
Check Driver Compartment: Steering, horn(s), indicator lights, mirrors (clean and adjusted), windshield, wipers, heater, defrosters, dome lights					
Check Interior: Amber student safety lights, emergency exits (door, windows, escape hatches), buzzer sounds and opens. Check seats (cushions, backs, belts), floor, passenger entry area, grab handle, stepwell.					
Exterior Walk Around:					
Check all lights: Headlights (high & low), fog, tail, clearance, hazard, turn signals, red student safety lights, brake lights (get help), backup lights/alarm (get help), stop arm, reflectors					
Driver/Fuel Area: Door, mirrors, fuel tank, leaks					
Rear Wheels: Rims, tires, axle seals, lug nuts (turn by hand), and mud flaps					
Rear Suspension: Springs, spring mount, shocks					
Rear Brakes: Brakes, brake chamber (if equipped), hoses, drums/rotors					
Other Items: Lettering, numbers, paint, bumper, tow hooks, exhaust system, drive line, frame, emergency door from outside, storage compartments, battery compartment					
Check Parking and Service Brake:					
Release parking brake, while holding service brake down (if manual transmission let out clutch). Vehicle should remain stationary.					
Release service pedal, while vehicle moves forward apply service pedal firmly. Make sure brakes operate correctly and stops the bus without muzziness or unusual delay.					
Check Hydraulic Disc Brakes: Pull forward apply brakes and hold. Check for firmness.					
ANY BRAKE MALFUNCTION SHOULD BE REPORTED TO SHOP BEFORE LEAVING THE LOT.					
YMCA Representative Daily Acknowledgement of Inspection Reporting (initial each day)					
Remarks:					
END OF ROUTE INSPECTION CHECKLIST					
Clean: Sweep bus, squeeze windshield, rear windows, door windows, driver windows.					
Walthrough: Visual check of every seat, above and below, including aisles, for passengers and/or student items left behind.					
Repairs: Fill out mechanical repair report form (on back) for repairs to the bus.					

ONBOARD & ROAD SAFETY

All YMCA YDC buses are inspected by the North Dakota Department of Transportation each year to ensure buses are operating according to ND DOT standards.

Emergency protocols are posted in each bus alerting occupants of proper safety measures.

First Aid Kits are installed on each bus and each youth leader also carry an emergency backpack containing essential emergency supplies and information.

Fire Extinguishers are installed on each bus and staff are trained annually on their proper use and functioning.

All busses and drivers are properly insured and registered.

DRIVER QUALIFICATIONS

Bus drivers must obtain a Commercial Driver's License with Air-Brakes, Passenger & School Bus Endorsement prior to employment with the YMCA. Bus drivers must also obtain a DOT medical card examination and are subject to random drug screening.

All YDC staff, including bus drivers, must complete fingerprint based background checks prior to employment and every 5 years thereafter.

YDC

1608 North Washington St.

YDC NORTH

1701 East Century Ave

YDC MANDAN

2700 46th Ave SE

www.bismarckymca.org

www.familywellnessbisman.org