

SAFETY

Memo

To: All Drivers and Assistants
Re: Company Policy
Date: 10/16/08

Drivers and Assistants,

There has been a little confusion in recent days as to how the "Checked for Sleeping Children" sign works. To clear up any confusion this is how the procedure is to be done.

When you complete your pre-trip remove the sleeping children sign from back window because you are preparing to leave the yard to go out on your route and pick up your passengers.

Therefore the sign should NOT be posted in the rear window because you are now prepared to pick up passengers.

When all passengers have reached their destinations the bus must be walked through to make sure there are no sleeping children on board as soon as possible after your last drop off. You will then post the "Checked for Sleeping Children" sign back in the rear window and continue back to the terminal yard.

While your bus is parked in the yard, the Sleeping Child Sign is to be posted in the rear window. This would include spare buses as well.

Periodically we will be doing spot checks in the yard to make sure procedure is being followed correctly. Anyone not following procedure correctly will be given a written warning.

Anyone who leaves a child on the bus or brings a child back to the yard could result in termination of employment.

**This bus has
been
checked!**



**For sleeping
children!**