

Child Rider Procedure

for CCT driver/dispatcher

Transport of Pre-School Age Children (4years and younger)

- 1.) Driver is to take a headcount as the children board the bus, whether at individual stops or at a group stop such as a daycare or preschool.
- 2.) Driver is to count the children as they get off the bus to ensure that all of the children who boarded the bus have gotten off of the bus.
- 3.) Drivers are to instruct the children to wear seatbelts at all times and to place children under the age of 5 years in child seats if available and directed by their dispatcher to do so.
 - a.) Monitor and Drivers are responsible for ensuring that seatbelts are worn at all times.
 - b.) Central Community Transit may not have child seats available for all preschoolers.
- 4.) Pre-school age children must be received by a responsible person or adult, and may not be dropped off in the event that such a person is not present.
 - a.) The bus driver is to keep the child on the bus until a responsible person or adult is present/or waves the bus driver on. If it is determined that a responsible person or adult is not available, the driver is to call their dispatcher to report the situation. The driver is to keep the child on the bus and continue on the route while the dispatcher attempts to locate someone to receive the child.
 - b.) Following such a search, if it is determined that a responsible person or adult is not available, the dispatcher will contact Social Services and instruct the driver where to take the child, as directed by Social Services.
- 5.) Following any “run” involving pre-school age children, the driver is to do a walk-through of the bus to ensure that all children got off the bus.
 - a.) This shall occur after dropping at a group stop or after dropping at all individual addresses.

Central Community Transit

General Information

CCT is a publicly funded transit service which is available to the general public. This means that your child may be riding with people of all ages and walks of life.

If your child is under the age of 5, you should be aware that not every CCT bus provides child-seats for these riders. The children are required to use seatbelts which are provided however you, the parent, are responsible for making certain that the seatbelt is properly fastened when the child boards the bus.

The CCT buses are not school buses, and therefore do not provide the compartmentalized safety systems required in school buses.

The drivers for CCT are not responsible for taking your child to the door at the delivery point.

A responsible adult must be in attendance to receive the child at the bus.

This includes daycare centers and preschools.

Your child must carry an emergency information card and/or be registered in the CCT office.

This information required is the child’s name and phone numbers for you, the child’s daycare provider and at LEAST one emergency phone number.

In the event that there is no one to receive the child and no one can be reached at any of these numbers, the child will be taken to Renville County Social Services.

How to Ride Guide

PRESCHOOL



CENTRAL COMMUNITY TRANSIT



Central Community Transit

812 East Ripley
Litchfield, MN
320-693-7794

612 E Lincoln St
Olivia, MN
320-523-3589

1320 22nd St SW
Willmar, MN
320-214-7433

Bus Rules

- Absolutely no swearing on the bus.
- No articles will be allowed on the bus which may cause a hazard to other passengers or distract the driver.
- No eating or drinking.
- The bus driver is authorized to assign seats at any time.
- No animals, alive or dead, will be allowed on the bus.
- Loud, boisterous or discourteous talking, or yelling will not be allowed on the bus.
- **Stay in your seat until the bus comes to your stop.**
- The bus driver is responsible for, and in charge of his/her assigned bus and as such is authorized to enforce these rules as well as any other he/she feels are necessary to ensure the safety of all passengers.

Ejection Policy

The following are offenses that would allow such a decision:

- Blatant disrespect towards the driver or other passengers.
- Swearing at driver or other passengers.
- Fighting with the driver or other passengers.
- Refusing a directive from the driver that affects safety.
- Infringing on the right/safety of others.
- Fighting with the intent to do, or resulting in, bodily harm.
- Racial slurs.
- Vandalism.
- Any actions resulting the intentional destruction of personal property.
- If any of the above violations are committed, the driver is to immediately contact the office and report the incident. The manager will call adult in charge of child to discuss the situation and determine what action will take place. The child could lose their transportation rights with CCT.

CCT Bus is for Preschoolers TOO!

It's easy to set up rides to and from preschool:

- 1.) Fill out registration form
- 2.) CCT dispatchers will call you with the pick and drop off times



CCT Office Hours:

6:00 AM - 5:00 PM

(There is a 24 hour answering service to leave messages for schedule changes)

Phone:

320-523-3589 or 1-800-450-7964

Cost:

\$2.00 In city limits

\$3.00 out of city limits up to 13 miles

\$4.00 out of city limits 14-24 miles

NO fare NO ride

Discount punch passes available at:

CCT Office

There is a \$1.00 charge for rides called in or any changes on the same day, including messages left after office hours.

If the preschooler needs a new bus pass, an email will be sent (if preferred-specify on registration form). We expect to receive payment the next time the child rides.

If more than 3 rides are owed and payment is not received the child's rides will be suspended until CCT is contacted and payment is made.

CCT Child Rider Policy

- Call CCT office with any changes to the preschooler's pick up or returns.
- You must call to cancel rides at least ONE HOUR prior to pick up time (or you may be charged for that ride).
- Have the child ready 10 minutes before the scheduled pick up time. The driver can only wait 2 minutes past the pick up time and will leave.

NO phone calls will be made!

- If a preschooler does miss the bus, you may call the CCT office to schedule the next available ride, however you will be charged for the missed ride.
- An adult **MUST** be at the drop off location to receive the preschooler off the bus! *This includes daycare centers.* The driver **will not** take the preschooler to the door.
- Make sure you have given the CCT office phone numbers for you, the child's daycare provider and AT LEAST one emergency contact number. In the event that there is no one to receive the child off the bus and no one can be reached at the phone numbers provided, the child will be taken to Social Services.