

ALARM Clarification–

- **The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm.**
- **The time delay from activation of the alarm until the alarm sounds shall be no longer than one minute.**

(This is upon arrival to center)

Effective July 1, 2017: Adult Roster Forms will be implemented & the below procedure will be required.

Unload all adults upon arrival to center, ensure that a staff classroom instructor/designee has signed as applicable the trip roster form that he/she has safely transitioned all passengers from the vehicle to the classroom, then all van drivers/monitors will do a sweep (includes looking under seats) through of van once they park the van before or after having to push alarm button to ensure all passengers have exited van.

A Classroom Instructor/Designee will ensure that he she will be responsible for signing the preschool/adult roster as applicable to ensure that every adult that was signed for in trip roster was safely transitioned to their classroom or lunchroom.

ALARM RESPONSIBILITIES

(Complete adult roster form for each community/medical appointment, etc.)

Important that each driver/monitor understand that after each trip (community outings/center, etc.) a sweep through of van needs to be done once the passengers are excited from the van. Push alarm button after all passengers have exited from van to ensure that they have safely exited.

If you are on a community outing with more than 3 clients and you are the only driver/monitor. Ensure that you exit the passengers to stand on the outside of the van while you ensure that no one else is on the van before you push the alarm.

If you are on a community outing with more than 6 clients and there are two staff. If you should have a passenger to have a behavior. You intended for both staff to have 3 clients each. You will need to change your agenda for your outing because someone may have to stay on the van with the client or allow the one staff to take the 5 clients able to participate on outing and the one staff to stay back with the one client until the behavior deescalates.