

COMMUNICATION RADIO USE

1. Only Head Start Personnel will be allowed to use the radio.
2. The radio will be used by drivers for emergencies, radio checks, and to “clear” at the end of the day.
 - a. If a driver has had an accident, the phrase “I have a code 1” will be used and appropriate action will be taken.
 - b. If there is a situation on the bus, the phrase “I have a code 2” will be used and the appropriate action will be taken.
 - c. Drivers will not use the radio for personal conversations, including conversation from one driver to another.
 - d. Drivers will only respond to calls made to them and not comment on calls made to, or from, other drivers.
3. Beware of Confidentiality and sensitive topics. Child’s first name and first initial of last name may be used. Don’t give addresses unless necessary.
4. Always monitor before transmission since there are others on the same radio frequency. Your bus radio does not pick-up all communications that the office can. Office staff may be unable to answer immediately, because they would “walk all over” another conversation.
5. Keep your transmission short. Learn to condense your messages. Think before calling. . . “Can this wait until I’m at the school site?”
6. Communicate in a clear, even and respectful voice. Wait 2 seconds to talk after engaging mike, and disengage mike 2 seconds after talking.
7. F.C.C. Rules and Regulations:
 - a. Emergency calls have absolute priority. No unit shall transmit while an emergency call is being handled.
 - b. No information intended for another user may be divulged to another party for any use whatsoever.
 - c. The use of obscene, indecent, suggestive, or profane language is prohibited.
 - d. Superfluous, false or deceptive messages are prohibited.
8. There will be no use of cellular telephones for business or personal calls by the driver while the vehicle is in motion. The vehicle must be pulled to a safe stopping point before placing a call. Personal calls must not be made while children are on board except in case of emergency.