

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Alternate Routes                    1310.10**

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**Policy:**

Alternate bus routes will be used if hazardous conditions are reported on the existing route.

**Procedure:**

1. The Center Coordinator will report any hazardous conditions in the way of the bus route to the Director immediately.
2. The Director will call Tri-County Transportation Coordinator (for County affected) and request information for an alternate route.
3. The Director will maintain contact with the Center to ensure a safe route used to transport the children to or from school.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:**       **Transportation 1310.21(a) (b)**

**Subject:**       **Bus and Pedestrian Safety Education Training (Children)**

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**Policy:**       Head Start/Early Head Start staff will provide Bus and Pedestrian Safety Education for children within the first 30 days of the new program year. Caregivers and teachers will conduct Bus and Pedestrian Safety Training before scheduled fieldtrips.

**Procedure:**

1. Head Start/Early Head Start staff will provide Bus and Pedestrian Safety Education through developmentally appropriate practices which will include: safe riding practices; safety procedures for boarding and leaving the vehicle; safety procedures in crossing the street to and from vehicle at a stops; recognition of the danger zones around the vehicle; and emergency evacuation procedures; including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.
2. Caregivers/teachers will document on their lesson plan the Bus and Pedestrian Safety activities. The lesson plan will be turned into the Education/Disabilities Coordinator.
3. The Education/Disabilities Coordinator will review the lesson plan to ensure all classrooms have included Bus and Pedestrian Safety Training within the first 30 days of the new program school year and write the result on a monitoring form.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Bus Driver Qualifications            1310.16**

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**Policy:**

Agency will ensure that person who drives the bus will meet requirements of State and Performance Standards.

**Procedures:**

1. The following information for bus drivers will be kept on file in each Head Start Center using transportation:
  - Copy of CDL License
  - Copy of Driver's Physical
2. Administration office will keep copy of background screening and physical on driver.
3. Each driver will receive an annual evaluation which includes an on-board observation of road performance and safety practices.
4. Each bus driver will receive clearance through Department of Highway Safety and Motor Vehicles for disclosure of all moving traffic violations

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Bus Evacuation**                      **1310.20 (a)**      **1310.21(2)**      **1304.22 (d)(1)**

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**Policy:**

Bus evacuation drills will be held at least twice per program year.

**Procedure:**

1. All drills will be planned in advance with briefing session for monitors and drivers before the drill.
2. Children will participate in evacuation drill with emphasis on the following:
  - Children to stay in seats until driver and monitor gives order to evacuate.
  - Walk quickly- do not push-be quiet-let those closest to exit out first
  - Leave everything behind to keep hands free except coats in cold weather
  - Move away from bus as soon as you are out, so others can get out
  - Gather and stay with your group (at least 100 feet from bus).
3. Before the drill, children are instructed in how to open the emergency door and where to meet after leaving the bus.
4. Written documentation of each drill must be kept on file with number of children participating, time, date, how long evacuation took, any problem areas.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Bus Safety during bus break down      1310.21      1304.22 (d) (1) & (2)**

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**Policy:**

Head Start staff will ensure the safety of the children in the event that bus breaks down.

**Procedure:**

1. The bus monitor will stay with the children at all times during the break down.
2. Children will remain on the bus and in their seats if it is safe for them to do so and will remain on the bus until a replacement vehicle arrives to transport children to designated locations.
3. If it is not safe for children to remain on the bus, the bus monitor will escort the children to the nearest safe building to wait for replacement vehicle.
4. The bus monitor will notify the Center Coordinator of bus malfunction.
5. The bus monitor will notify the Center Coordinator of location of children, number of children, and names of children already dropped off or names of those left on bus (use lesser names), and time incident occurred.
6. Center Coordinator will notify Head Start Director of the situation.
7. Center Coordinator will contact remaining parents to inform them of delay.
8. Bus monitor will contact center coordinator when replacement vehicle arrives.
9. Bus monitor will complete an incident report.

**TRI-COUNTY COMMUNITY COUNCIL, INC.  
HEAD START/EARLY HEAD START**

**Section:**       **Drivers and Bus Monitor Training**   P.S. 1310.17

**Subject:**       Bus Training

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**POLICY:**

All staff used in transporting children will receive training before being staffed as a bus escort.

**PROCEDURE:**

All staff will receive bus monitor training at pre-service training or if hire date is after pre-service staff member must receive bus monitor training before becoming a bus escort.

**APPROACH:**

1. Drivers will demonstrate the ability to operate bus in safe, efficient manner
2. Drivers will have knowledge of how to conduct routine maintenance procedures, administer first aid, handle emergency situation, and safety guidelines.
3. An annual evaluation of each driver will include on-board observation of road performance.
4. Bus monitors will receive training on safety restraints, paperwork, emergency response, evacuation, vehicle checks.
5. Bus monitors and drivers will receive necessary training to ensure the safety of the children.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Bus Trip Routing                    1310.20   1304.22 (d) (1)**

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**Policy:**

Head Start will provide transportation services with planned, fixed routes that ensure that the safety of the children.

**Procedure:**

1. The time a child is in transit to and from Head Start must not exceed one hour unless there is no shorter or alternative route available.
2. Buses must not be loaded beyond maximum capacity limit.
3. Buses must not be required to back up or make “U” turns, except when necessary for safety.
4. Stops must be located to minimize traffic disruptions and to afford driver a good view in front of and behind the bus.
5. Stops must be located to eliminate the need for children to cross the street to board bus when possible.
6. Children must be escorted across street by bus monitor or another adult.
7. Request by parent for (pick-up/drop off change is needed in writing.
8. Pick up/drop off *will not* be changed via phone call from parent.
9. In case of an emergency, the Center Coordinator will make the decision to allow route change per phone call or other notification.
10. The Center Coordinator will notify the bus monitor of changes on bus routes.
11. The bus monitor will notify the bus driver of changes in bus route.
12. If change is permanent, the Center Coordinator will update bus schedule.
13. Transportation Coordinator will be notified of any changes of children riding or bus route.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Children with Disabilities            1310.22**

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**Policy:**

Head Start will ensure that school buses or alternate vehicles are adapted or designed to transport children enrolled in the program with disabilities as needed.

**Procedure:**

1. Whenever possible, children with disabilities must be transported in same bus used to transport other children enrolled in the program.
2. Head Start will comply with Americans with Disabilities Act (ADA) standards.
3. Any special transportation requirements will be specified in child's IEP and IFSP
4. Special requirements specified will include but are not limited to the following:
  - Special pick-up and drop-off requirements
  - Special seating arrangements
  - Special assistance required
  - Special training for bus driver and monitors needed

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Coordinated Transportation      1310.23**

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**Policy:**

Reasonable efforts must be made to coordinate transportation resources with other service agencies in the community to control costs and to improve quality and availability of services.

**Procedure:**

1. Head Start must identify the true cost of providing transportation and compare this cost with contracting of services.
2. Head Start must explore option of participating in any coordinated public or private transportation system in the community.
3. Head Start must make every effort to identify other service agencies that are also providing services, and participate in the establishment of a local transportation coordinating council if there are no coordinated, public, or private systems available in the community.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Illness on Bus                    1310.13 1304.22(a) 2-4**

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**Policy:**

Buses will be maintained and kept in clean, safe, operating condition at all times.

**Procedure:**

1. A thorough safety inspection will be conducted annually through licensed or State operated inspection program.
2. Buses will have systematic preventative maintenance performed.
3. Drivers will perform a daily pre-trip inspection of the bus.
4. Bus monitors will be responsible for cleaning any spills of body fluids by enrolled children.
5. Bus monitors will carry a bag containing the following items:
  - Vomit Control absorbent granulize
  - Baby Wipes
  - Gloves
  - Hand Sanitizer
  - Plastic Bags
  - Paper Towels
  - Emergency contact numbers
  - Change of clothes-boy & girl
6. Universal precautions will be used to clean spills on children and bus.
7. Upon arrival at destination, bus monitor will sweep up absorbent material and wipe all areas with disinfectant cloths.
8. Bus Monitor and Bus Driver must do walk-through and inspect bus to ensure no child, items, or refuse is left on bus.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Medications on Bus      1310.1 1304.22 ( c )**

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**Policy:**

Tri-County Head Start does not allow medications to be transported on bus with children.

**Procedure:**

1. Parents will be responsible for bringing medications to the center for their child if child must be given medication during program hours.
2. An official Department of Children and Families Medication form must be completed and signed by parent or guardian of the child.
3. The medication must be labeled with the original pharmacy label containing clear, written directions for administration.
4. Medications sent to the centers will remain there until the child no longer needs to take the medication. Parents will be responsible for picking up any unused portion of the medication.
5. Medications cannot be transported back and forth daily, unless the parent comes to the center and picks the medication up daily.
6. Each time the medication is picked up, the proper forms must be completed by parents and staff.
7. Medication can only be received from or returned to parents by Head Start staff members that have completed the medication administration training.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Pedestrian Safety Training**      1310.21 (a)    1304.22 (d) (1) &(2)

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**Policy:**

Training on pedestrian and bus will be provided to all parents and children enrolled in program.

**Procedure:**

1. Staff will review and be knowledgeable in pedestrian safety material included in enrollment packet.
2. Staff will review pedestrian safety material with the family at enrollment and answer any questions family may have regarding safety issues.
3. Staff will provide the family with a copy of Pedestrian Safety material.
4. Staff will have the family check and sign form verifying they have received training and material regarding pedestrian safety.
5. Staff will file the signed verification form in family file.
6. Staff will discuss with family possible need for transportation.
7. Center Coordinator will meet with staff person designated to supervise transportation.
8. Transportation Coordinator will explore all options for coordination of transportation.
9. Pedestrian Safety will emphasize the need for an adult to accompany a preschool child while crossing the street or parking area.
10. Training on Pedestrian and bus safety will be reviewed with family again at Orientation.
11. Pedestrian Safety Training will be presented to parents and children within 30 days of start of school year.
12. Safety awareness among children and parents will be incorporated into child/parent activities.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Safety Education                    1310.21 (a) 1304.22 (d)(1) & (2) 1310.21 (5)**

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**Policy:**

Parents and children will receive training in pedestrian and bus safety. Training for children must be developmentally appropriate and an integral part of program experience.

**Procedure:**

1. Emphasis will be placed on the need for an adult to accompany preschool child while crossing the street or parking area.
2. Required training for children and parents, except bus evacuation drills, will be completed within the first 30 days of the program year.
3. Centers who provide transportation services will immediately educate the children on bus safety, safety procedures for boarding and leaving the bus, crossing the street to and from bus at stops, danger zones around the bus, emergency evacuation
4. Centers who do not provide regular transportation services will educate the children on bus safety, safety procedures for boarding and leaving the bus, crossing the street to and from bus at stops, danger zones around the bus, emergency evacuations.
5. Review of the bus rules will be reviewed regularly through integration into the program curriculum (lesson plan).
6. Parent training must emphasize the importance of parents escorting their child to the bus.
7. Parent training must emphasize to the parents the importance of reinforcing the training provided to the children regarding bus safety.
8. Centers will conduct a bus evacuation drill for regular bus riders only within 30 days of the start of school year.
9. Centers providing transportation services must ensure that at least two bus evacuation drills, are conducted during the program year and will include all students.
10. Staff must develop activities to remind children of the safety procedures.
11. Bus safety will be reviewed before each field trip and this will be indicated on the lesson plan.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Transportation**

**Subject: Transportation Services                      1310.10**

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**Policy:**

Head Start must assist as many families as possible who need transportation in order for their children to attend the program.

**Procedure:**

1. Reasonable assistance must be provided to the families to arrange transportation for the child to attend the Head Start program and activities even if regular transportation is not provided.
2. Specific types of assistance being offered by Head Start must be made clear to all prospective families in recruitment announcements.
3. Transportation will be provided by Tri-County Community Council with specially equipped vehicles available for disabled as needed.
4. Staff will ask parents about need for transportation on application and at enrollment.
5. Staff will have parents sign memorandum of agreement for transportation at enrollment as needed.
6. Bus monitors will submit a weekly transportation log to the center coordinator.
7. The weekly transportation log is signed daily at the end of the bus route.
8. The weekly transportation log and the pre/post trip check sheet will be kept on file at the center.