

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

Transportation

Pedestrian Training

PERFORMANCE OBJECTIVE 1310.1 1310.21: Head Start is required to provide training in pedestrian safety and make reasonable efforts to coordinate transportation resources to control costs and improve the quality and availability of transportation services.

EXPECTED OUTCOMES: Training on Pedestrian safety will be given at enrollment and staff will discuss with families the need for transportation and coordinate services with Tri-County to provide services.

APPROACH:

1. Transportation Coordinator will ensure that training material is available in enrollment packets.
2. Transportation Coordinator will ensure that all staff members are knowledgeable on pedestrian safety.
3. Transportation Coordinator will work with staff to review bus routes and coordinate services for transportation .

Evidence of Compliance: Signed form by family member confirming training, Documentation from staff on child needing transportation

Staff Responsibility: All staff involved in enrollment, Center Coordinator, Transportation Coordinator

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Transportation Requirements

PERFORMANCE OBJECTIVE 1310.10, 1310.12: The agency must assist as many families as possible who need transportation in order for their children to attend the program. The agency must ensure that each transportation vehicle is equipped with proper safety equipment.

EXPECTED OUTCOMES: Transportation will be provided if possible to those in need of this service and all buses will be equipped with proper safety equipment.

APPROACH:

1. Recruitment announcements will reflect that limited transportation is available to families in need of this service.
2. Every effort will be made to provide needed transportation service.
3. Each bus will be equipped with the following safety equipment:
 - a communication system to call for assistance
 - a charged fire extinguisher with sign indicating its location
 - a first aid kit and sign indicating its location
 - a seat belt cutter for use in an emergency and sign indicating location
 - reverse beeper
4. Bus drivers will immediately report any accident involving bus
5. Agency will report all accidents involving bus to proper authorities if applicable by State requirements.
6. Staff will ensure that children are only released to a parent or legal guardian or alternate person designated by the parent.
7. Staff will ensure all child rosters are kept up-to-date to ensure that no child is left behind either at the classroom or on the bus at the end of the route.

Evidence of Compliance: Transportation log, monitoring form, staff documentation

Staff Responsibility: All Staff and bus drivers

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Child Restraint Systems

PERFORMANCE OBJECTIVE 1310.11: Agency must ensure that each vehicle used to transport children is equipped for use of height and weight appropriate child safety restraints.

EXPECTED OUTCOMES: All buses will be equipped with child safety restraints.

APPROACH:

1. Child safety restraints that are appropriate for the size and weight of children will be in use on the bus.
2. Staff will routinely check restraints to ensure all are secure.
3. Staff will report any problems with the restraints to Transportation Coordinator.
4. Staff will follow all safety guidelines regarding use of restraints.

Evidence of Compliance: Monitoring reports, staff documentation/reports

Staff Responsibility: All staff

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Maintenance of Vehicles

PERFORMANCE OBJECTIVE 1310.13: Vehicles used to transport children will be maintained in safe operating condition at all times.

EXPECTED OUTCOMES: Procedure will be established to ensure that buses are maintained to ensure the safety of the children.

APPROACH:

1. A Safety Inspection will be conducted at least annually through an inspection program licensed or operated by the State
2. Systematic preventive maintenance on buses will be completed.
3. Daily pre-trip inspections of the vehicle will be completed by driver.

Evidence of Compliance: Documentation of inspections and maintenance

Staff Responsibility: Bus Drivers and Transportation Coordinator

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Operation of Vehicles

PERFORMANCE OBJECTIVE 1310.15: Tri-County transportation and Head Start will follow the operation guidelines as designated in performance standards.

EXPECTED OUTCOMES: Agency will ensure that rules of operation are followed.

APPROACH:

1. Appropriate Child restraint systems will be used on buses.
2. Aisles and emergency exits will remain clear at all times.
3. One bus monitor will be on board at all times.
4. Safety restraints will be used by all occupants while bus is in motion.
5. Bus monitors assisting children may be out of safety restraint while bus is moving.

Evidence of Compliance: Monitoring Reports

Staff Responsibility: All Staff who assist or ride bus

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Driver Qualifications

PERFORMANCE OBJECTIVE 1310.16: Agency will ensure that persons who drive the buses are qualified.

EXPECTED OUTCOMES: Persons designated as bus drivers will meet all State and qualifications listed in Performance Standards.

APPROACH:

1. Drivers need to obtain a Commercial Driver's License (CDL) for bus in same class as vehicle they will operate.
2. Drivers must be able to perform job-related functions with any reasonable accommodation.
3. Hiring practice must be in place for all drivers

Evidence of Compliance: CDL License, background check, physician documentation

Staff Responsibility: Human Resources, bus drivers

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Drivers and Bus Monitor Training

PERFORMANCE OBJECTIVE 1310.17: All staff used in transporting children will receive training.

EXPECTED OUTCOMES: Staff will receive training before any child is transported.

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.

Evidence of Compliance: Monitoring Report , Signed Training form

Staff Responsibility: All Staff, Transportation Coordinator

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Trip Routing

PERFORMANCE OBJECTIVE 1320.: Agency must ensure that during the planning of fixed routes consideration is given to the safety of the children.

EXPECTED OUTCOMES: The safety of the children will be primary focus of all staff involved with transportation.

APPROACH:

1. Consideration must be given to time a child will be in transit.
2. Consideration must be given to bus capacity
3. Consideration must be given for bus operation (no U-turns, back up)
4. Consideration must be given as to minimize traffic disruptions
5. Child must never cross road alone.
6. Procedures must be in place for alternate routes in case of an emergency.

Evidence of Compliance: Bus plans and routes.

Staff Responsibility: Center Coordinator and Transportation Coordinator

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Safety Education

PERFORMANCE OBJECTIVE 1310.21: Agency will provide training to parents and children on pedestrian safety.

EXPECTED OUTCOMES: Training will be provided for parents and children with bus safety included.

APPROACH:

1. Children's training will be developmentally appropriate and part of program experience.
2. Emphasize will be placed on adults accompanying children across a street
3. Transportation and pedestrian safety training must be completed within first 30 days of program year.
4. Emergency evacuation procedures, including participation in emergency drill will be conducted on bus child will be riding at least three (3) times per program year.
5. Activities will be developed to remind children of safety procedures.

Evidence of Compliance: Documentation of training and drills

Staff Responsibility: Transportation Department & Coordinator, drivers and staff.

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Children with Disabilities

PERFORMANCE OBJECTIVE 1310.22: Children with disabilities will be transported by buses or alternate vehicles adapted or designed for disabled children.

EXPECTED OUTCOMES: Alternative or specially designed buses will be used as needed to transport children with disabilities unless child can be transported in same bus as other children enrolled in program.

APPROACH:

1. Agency will ensure compliance with Americans with Disabilities Act
2. Agency will make every effort to assist children with disabilities that need special accommodation for transportation.
3. Child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) must specify any special transportation requirements.

Evidence of Compliance: IEP, IFSP

Staff Responsibility: Transportation Coordinator, Education Coordinator, Disability Specialist, Therapists.

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Coordinated Transportation

PERFORMANCE OBJECTIVE 1310.23: Reasonable effort must be made to coordinate transportation resources with other serve agencies in an effort to control cost, improve quality and availability of services.

EXPECTED OUTCOMES: All community transportation resources/options must be considered.

APPROACH:

1. Services are coordinated with community services to offer transportation to the majority of families in need.
2. Services are coordinated to assist with cost factors.
3. Comparison is made between providing services and contracting for the service.

Evidence of Compliance: Transportation contracts, cost comparison

Staff Responsibility: Transportation Coordinator or designated staff member

**Tri – County
Community Council, Inc.**

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Plan