

ACTION PLAN AREA: Transportation

PROGRAM YEAR: 2011-2012

Performance Standard: 1310 Transportation Services

Objective	Strategy	Staff	Resources	Time Frame
<p>Reasonable assistance must be provided to families to arrange transportation for child to attend Head Start/Early Head Start program.</p> <p>Bus Routes will be changed only if hazardous conditions are reported.</p> <p>Bus Evacuations will be held at least twice per program year.</p>	<p>Recruitment announcements must specify any transportation Arrangements even if regular transportation is not provided.</p>	<p>Transportation Coordinator</p>	<p>Recruitment Material</p>	<p>At time of recruitment</p>
	<p>Families receiving transportation must review, sign and adhere to the Memorandum of Agreement for Transportation. This agreement reflects PS. 1310.20.</p>	<p>Center Staff</p>	<p>Transportation Agreement</p>	<p>At enrollment</p>
	<p>The Center Coordinator will report any hazardous conditions in the way of the bus route immediately to the Director</p>	<p>Center Coordinator Program Director</p>	<p>Bus Driver Bus Escort Law Enforcement</p>	<p>At time of incident</p>
	<p>All drills will be planned in advance with briefing for monitor and driver before the drill.</p>	<p>Health & Safety Coordinator Transportation Coordinator</p>	<p>Bus Evacuation Log</p>	<p>Twice a Program Year</p>

ACTION PLAN AREA: Transportation

PROGRAM YEAR: 2011-2012

Performance Standard: 1310 Transportation Services

Objective	Strategy	Staff	Resources	Time Frame
Program is required to provide pedestrian safety training	Training on Pedestrian Safety will be given at enrollment	Center Staff	Enrollment Packet Parent Handbook	At Enrollment
Program must assist as many families as possible who need transportation so child can attend program.	Transportation will be provided if possible and recruitment announcements will reflect that limited transportation or no transportation available.	Center Staff	Enrollment Packet Parent Handbook	At enrollment and throughout the year.
Staff will ensure all child rosters are kept up to date to ensure no child is left behind.	Staff will mark roster only if child's presence is verified through child stating they are present and staff seeing child.	Center Staff Bus Monitors	Transportation Log	Before and after each bus ride.
Agency will report all accidents involving bus to proper authorities	Staff will contact law enforcement as needed, director, and center coordinator.	Bus Monitors Drivers	Incident/Accident Report	When applicable
Program will follow operation guidelines as designated in performance standards.	Staff will ensure use of safety restraints, aisles/exits will remain clear, one bus monitor will be on board at all times. Staff will receive training before any child is transported	Bus Monitors Drivers	Monitoring forms	At enrollment and throughout the year.