

## Head Start Transportation

### Abbreviations used in service area plans

Board of Directors	Board
Policy Council	PC
Executive Director	Ex. Dir.
Program Director	Prog. Dir.
Fiscal Director	Fiscal
Human Resource/Fiscal Assistant	HR
Maintenance/Custodians	Custodian
Data Encoder/Program Assistant	Tech.
Executive Secretary/Receptionist	Secretary
Program Nutrition Specialist	Nutrition
Program Health and Safety Specialists	H & S
Program Behavioral/Mental Health Specialist	MH
Program Family and Community Partnership Specialists	FCP
Education Managers	Ed. Mgr.
Program Disabilities/Transition Specialist	Disabilities
Assistant Cook	Asst. Cook
Cook	Cook
HS Teachers	Teacher
HS Teacher Assistants	T. Asst.
HS Home Visitor and EHS Home Visitor	HV
Disabilities/Transition Coordinator	Dis. Coor.
Transportation Coordinator	Trans. Coor.
Mental Health Consultant	MHC
Management Team (Directors, Managers, All Specialists)	Management Team

**1310.10 Transportation Requirements**

P.S. #	Performance Standard	Implementation	Responsible	Time Frame	Documentation
<p><b>1310.10 (a)</b></p>	<p><b>(a) Each agency must assist as many families as possible who need transportation in order for their children to attend the program in obtaining that transportation.</b></p>	<p>OCDC annually contracts for a bus driver in addition to using staff who hold CDL's to drive the bus in order to provide transportation services for our most needy families who usually have no other means of transportation available to them.</p> <p>On the OCDC application, families mark if they would like a Transportation Application/Needs Assessment. If requested, FCP send the Needs Assessment to the family to complete. This Needs Assessment form contains criteria such as access to reliable vehicles or other forms of transportation, whether adults in the home are available for transportation, and other circumstances that may prevent them from transporting their child to and from services.</p> <p>Transportation does not extend beyond the Pierre/Ft. Pierre city area. At enrollment, families sign a release of information form if they would like their contact information released to others interested in carpooling. Parents are then able to arrange carpooling between each other if they so desire.</p> <p>The Transportation Committee</p>	<p>Trans. Coord.</p> <p>FCP</p> <p>Trans. Committee</p>	<p>May</p>	<p>Contract</p> <p>Transportation Needs Assessment</p>

		<p>consists of FCP Specialist, Education Managers, a representative from the Board of Directors and from the Policy Council, the Program Director and the Executive Director. This committee scores the Transportation Needs Assessment according to a point system with the above mentioned criteria. Individual requests after the beginning of the school year will be handled on an on-going basis for new enrollees. Those receiving transportation services will be re-evaluated as needed throughout the program year.</p>			
<p><b>1310.10 (b)</b></p>	<p><b>(b) When an agency has decided not to provide transportation services, either for all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities. The specific types of assistance being offered must be made clear to all prospective families in the program’s recruitment announcements.</b></p>	<p>Transportation service policies will be reviewed annually considering needs and funding. Local school districts do not provide transportation for regular education students, therefore our community members have to have a means to get children in the education system to and from school. Transportation does not show as a high need in our area.</p> <p>Our recruitment announcements will list assistance being offered to families to help with transportation needs.</p>	<p>Board PC Ex. Dir Prog. Dir</p>	<p>Annually</p>	<p>Board and PC Meeting minutes  Application Forms  Needs Assessments  Recruitment Flyer</p>
<p><b>1310.10 (c)</b></p>	<p><b>(c) Each agency providing transportation services is responsible for compliance with the applicable requirements of this Part. When an agency provides transportation through another organization or an</b></p>	<p>OCDC’s bus meets all head start requirements. Bus drivers need to have a CDL, background check, DOT physical, as well as participate in an annual Head Start bus driving</p>	<p>Trans. Coord.</p>	<p>August and ongoing as needed</p>	<p>CDL Background Checks Physicals Training Doc.</p>

	<b>individual, the agency must ensure the compliance of the transportation provider with the requirements of this part.</b>	training.			
<b>1310.10 (d) (1)-(4)</b>	<b>(d) Each agency providing transportation services, must ensure that each vehicle used in providing such services is equipped with:</b>				
	<b>(1) a communication system to call for assistance in case of an emergency;</b>	All drivers have cell phones for emergency situations. There are no areas without a cell phone signal in the city of Pierre/Ft. Pierre. Bus monitors will have a backup cell phone as well.	Bus Driver Bus Monitor	Ongoing	Observation Bus Inspections
	<b>(2) safety equipment for use in an emergency, including a charged fire extinguisher that is properly mounted near the driver’s seat and a sign indicating its location;</b>	Fire extinguisher is mounted in the front of the bus for easy access in each bus. The Health and Safety Specialist makes sure that fire extinguisher is fully charged and the gauge indicates so. The bus driver makes ensures that the fire extinguisher is in place before departure. The Head Start quarterly Health and Safety Checklist monitors for these items.	H & S  Bus Driver	Quarterly  Pretrip	Bus Inspection of Fire Extinguisher Health & Safety Checklist
	<b>(3) a first aid kit and sign indicating the location of such equipment; and</b>	First aid kit and sign mounted in bus. The Health and Safety Specialist is responsible for making sure it is restocked if needed. The Head Start quarterly Health and Safety Checklist monitors for these items. The bus driver makes ensures the first aid kit is in place before departure.	H & S  Bus Driver	Quarterly  Pretrip	Bus Inspection Health & Safety Checklist
	<b>(4) a seat belt cutter for use in an emergency evacuation and a sign indicating its location.</b>	Seat belt cutter and sign mounted in bus. The Head Start quarterly Health and Safety Checklist monitors for	H & S	Quarterly	Bus Inspection Health & Safety Checklist

		these items. The bus driver makes ensures the seat belt cutter is in place before departure.	Bus Driver	Pretrip	
<b>1310.10 (e)</b>	<b>(e) Each agency providing transportation services must ensure that any auxiliary seating, such as temporary or folding jump seats, used in vehicles of any type providing such services are built into the vehicle by the manufacturer as part of its standard design, are maintained in proper working order, and are inspected as part of the annual inspection required under Sec. 1310.13(a) of this subpart.</b>	Annual inspection done by Highway Patrol. A copy of the bus annual inspection will be kept on file at OCDC, as well as in the bus. Driver's do daily check. The daily check sheets are turned in monthly.	Trans. Coor.	Summer  Daily	Inspection report
<b>1310.10 (f)</b>	<b>(f) Each agency providing transportation services must ensure that all accidents involving vehicles that transport children receiving such services are reported in accordance with applicable State requirements.</b>	The driver reports to proper authorities, which is 911, then driver would call OCDC at 605-224-6603. OCDC management will then call parents.	Bus Driver Trans. Coor.	Immediately	Accident Report
<b>1310.10 (g)</b>	<b>(g) Each agency must ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent of legal guardian. This regulation applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle. Agencies must maintain lists of the persons, including alternates in case of emergency, and up-to-date child rosters must be maintained at all times to ensure that no child is left behind, either in the classroom or in the vehicle at the end of the route.</b>	The bus monitor will keep an up-to-date booklet of people authorized in writing to pickup children. This booklet will be kept in a secure location on the bus as well as a copy kept at the OCDC reception desk. The center based Family Community Specialist is responsible for keeping this booklet updated. The booklet is explained as part of the bus monitor training. The bus driver is kept aware of where this booklet is at all times. If there is an unfamiliar adult at the house, the bus monitor will ask for identification. If no authorized person is there to release the child to	Bus Monitor Bus Driver FCP  Trans. Coor.	At enrollment and kept at all times	Emergency cards  Family Information Sheets  Child Plus

		the child is returned to OCDC. At the end of the route, the bus monitor is responsible for checking that no child is left on the bus. At the end of the route, the bus monitor places an empty sign at the front of the bus. The bus driver verifies that the empty sign has been posted by the bus monitor at the front of the bus, as well as double checks that no one is still present on the bus.			
1310.11	<b>Child Restraint Systems</b> <b>Effective January 20, 2004, each agency providing transportation services must ensure that each vehicle used to transport children receiving such services is equipped for use of height-and-weight-appropriate child safety restraint systems.</b>	Height-and-weight appropriate restraints were purchased from North Central Bus Service and installed in the bus. Our Murdo center has a bus waiver from Region VIII Administration for Children and Families signed by Ross Weaver, program manager. This waiver allows the Jones County School Bus to transport children a few blocks to lunch in inclement weather. This waiver needs to be requested annually. Parents are informed of the bus waiver by the Jones County HS Teacher	Trans. Coord. Teacher	At all times	Bus inspection Copy of waiver
1310.12	<b>Required use of School Busses or Allowable Alternate Vehicles.</b>				
1310.12 (a)	<b>(a) Effective January 18, 2006, each agency providing transportation services must ensure that children enrolled in its program are transported in school buses or allowable alternate vehicles that are equipped for use of height-and-weight-appropriate child restraint systems, and that have reverse</b>	OCDC only purchases or contracts for yellow school buses that have reverse beepers and meet the Federal Motor Vehicle Safety Standards.	Trans. Coord.	Ongoing	Bus Inspection

	<b>beepers. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.</b>				
<b>1310.12 (b) (1)- (2) (c) (d)</b>	<b>(b) Effective February 20, 2001, each Head Start and Early Head Start agency receiving permission from the responsible HHS official to purchase a vehicle with grant funds for use in providing transportation services to children in its program or a delegate agency's program must ensure that funds are used to purchase a vehicle that is either a school bus or an allowable alternate vehicle and is equipped:</b>	The Head Start quarterly Health and Safety Checklist includes checks of the reverse beeper and cross arm, as well as restraint inspections.	H & S	Quarterly	Health & Safety Checklist
	<b>(1) for use of height-and-weight-appropriate child restraint systems; and</b>	Height-and-weight appropriate child restraints systems were purchased from National Bus Sales and installed in bus by the owner of Forell Bus Service. The owner, Dawnita Forell, was trained in how to install the restraints by Paul Fireck of National Bus Sales. Paul was trained by Safeguard Industries: School Transportation. There is a video link to this training on <a href="http://www.safeguardseat.com/industries/school-transportation/add-on-restraints/star-plus.html">http://www.safeguardseat.com/industries/school-transportation/add-on-restraints/star-plus.html</a> Individuals watching this video training are certified to install the harnesses.	Trans. Coord.	Ongoing	Bus inspection
	<b>(2) with a reverse beeper. (c) as provided in 45 CFR 1310.2(a), paragraph</b>	Bus is equipment standard radar back-up warning system.	Trans. Coord.	Ongoing	Contract

	<b>(b) of this section does not apply to vehicles purchased for use in transporting children served under the home-based option of Head Start and Early Head Start.</b>				
<b>1310.13</b>	<b>Maintenance of vehicles Each agency providing transportation services must ensure that vehicles used to provide such services are maintained in safe operating conditions at all times. The organization operating the vehicle must establish and implement procedures for:</b>	Maintenance and Records of Vehicles are kept according to federal standards	Trans.Coor. (bus)  Program Director(vehicles)	Ongoing	Maintenance Records
<b>1310.13 (a)-(c)</b>	<b>(a) a thorough safety inspection of each vehicle on at least an annual basis through an inspection program licensed or operated by the State; (b) systematic preventive maintenance on such vehicles; and (c) daily pre-trip inspection of the vehicles by the driver.</b>	Highway Patrol does annual inspection of vehicles.  Preventative maintenance done daily. A daily pre-trip walk around inspections is performed as well as checking belts, tires, lights, and oil. These reports are kept on file at OCDC.	Highway Patrol  Bus Driver  Trans. Coor.	Annually  Daily	Highway Patrol report  Daily Inspection, Repair, and Maintenance Record Sheet  Driver Vehicle Monthly Inspection Report
<b>1310.14</b>	<b>Inspection of new vehicles at the time of delivery. Each agency providing transportation services must ensure that bid announcements for school buses and allowable alternate vehicles for use in transporting children in its program include the correct specifications and a clear statement of the vehicle's intended use.</b>	Bid announcements for school buses and allowable alternate vehicles used to transport children include correct specifications and a clear statement of intended use. A copy of the specifications is used to inspect the vehicle to ensure it matches what was ordered. This process is used for other HS & EHS vehicles as well	Fiscal	As needed	Bids

	<b>Such agencies must ensure that there is a prescribed procedure for examining such vehicles at the time of delivery to ensure that they are equipped in accordance with the bid specifications and that the manufacturer’s certification of compliance with the applicable FMVSS is included with the vehicle.</b>				
<b>1310.15 (a)-(d)</b>	<b>Operations of vehicles. Each agency providing transportation services, whether directly or through an arrangement with another organization or an individual, to children enrolled in its program must ensure that:</b>				
	<b>(a) On a vehicle equipped for use of such devices, any child weighing 50 pounds or less is seated in a child restraint system appropriate to the height and weight of the child while the vehicle is in motion.</b>	Kids are weighed at beginning of school year by Nutrition Specialist. Children 60 pounds and under in height-weight appropriate harnesses. Children over 60 pounds use lap belt. Children that are close to maximum weight are weighed every other month.	Bus Monitor Nutrition	Enrollment and ongoing	Family Information Card
	<b>(b) Baggage and other items transported in the passenger compartment are properly stored and secured and the aisles remain clear and the doors and emergency exits remain unobstructed at all times.</b>	Backpacks are stored in a container that is secured and located in the front of the bus	Bus Monitor Bus Driver	Daily check	Observation
	<b>(c) Effective January 20, 2004, there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary, such as when needed to accommodate the needs of children with disabilities. As provided in 45CFR</b>	At least one monitor is on the bus at all times. All staff attend bus monitoring training and safe buckling training. Substitute bus monitors are available if needed. Training records are kept by the Human Resources	Bus Monitor Trans. Coord. Human Res.	Daily	Observation Schedule

	<b>1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.</b>	Asst.			
	<b>(d) Except for bus monitors who are assisting children, all vehicle occupants must be seated and wearing height-and-weight-appropriate safety restraints while the vehicle is in motion.</b>	Bus monitors ensure that children are in appropriate height and weight safety restraints. During day to day operations, no other adults ride the bus other than the bus monitor and the driver while transporting children to and from head start.	Bus Monitor	At all times	Observation Bus Seating Chart
<b>1310.16</b>	<b>Driver qualifications</b>				
<b>1310.16</b> <b>(a)(1)-</b> <b>(2)</b>	<b>(a) Each agency providing transportation services must ensure that persons who drive vehicles used to provide such services, at a minimum:</b>				
	<b>(1) in States where such licenses are granted, have a valid Commercial Driver’s License (CDL) for vehicles in the same class as the vehicle the driver will be operating; and</b>	Bus drivers have a CDL, class C, with school bus endorsement. Copies of bus driver CDL are kept in our personnel files.	Trans. Coord.	Upon hire and ongoing	Personnel files Drivers License
	<b>(2) meet any physical, mental, and other requirements established under applicable law or regulations as necessary to perform job-related functions with any necessary reasonable accommodations.</b>	Drivers must have a current CDL and DOT physical prior to operating any bus. Applicants are informed at the job interview of all background checks that will be reviewed including a review from the National Driver Register. Applicants are informed at the job interview of the criteria for unacceptable applicants, which include a felony, DUI (Driving Under the Influence), and any report of child abuse/neglect. Copies of physicals are kept in the HS personnel office.	Trans. Coord.	Upon hire and every other year thereafter	Personnel files

<p><b>1310.16 (b)(1)-(3)</b></p>	<p><b>(b) Each agency providing transportation services must ensure that there is an applicant review process for use in hiring drivers, that applicants for driver positions must be advised of the specific background checks required at the time application is made, and that there are criteria for the rejection or unacceptable applicants. The applicant review procedure must include, at minimum:</b></p>	<p>A Criminal Background Check is performed and references are checked for all drivers before hire. Copies of Criminal Background Checks are kept on file in the HS personnel office.</p>	<p>Trans. Coord.</p>	<p>Initial hire</p>	<p>Job application  Personnel File</p>
	<p><b>(1) all elements specified in 45 CFR 1304.52(b), with additional disclosure by the applicant of all moving traffic violations, regardless of penalty;</b></p>	<p>Contractor obtains all Drivers records. Trans. Coord. will review these and keep a copy on file in the HS personnel office.</p>	<p>Trans. Coord.</p>	<p>Time of application and Annually</p>	<p>Personnel files</p>
	<p><b>(2) a check of the applicant’s driving record through the appropriate State agency, including a check of the applicant’s record through the National Driver Register, if available in the State; and</b></p>	<p>Driving records are checked by Transportation Coordinator on all drivers. Copies of annual driving records are kept on file in the HS personnel file.</p>	<p>Trans. Coord.</p>	<p>Time of application and annually</p>	<p>Personnel files</p>
	<p><b>(3) after a conditional offer of employment to the applicant and before the applicant begins work as a driver, a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations.</b></p>	<p>Drivers complete a medical exam including drug testing before and during employment. Copies of physical exams are kept on file in the HS personnel office.</p>	<p>Trans. Coord.</p>	<p>Before hire and as directed on the DOT physical.</p>	<p>Personnel files</p>
<p><b>1310.16 (c)</b></p>	<p><b>(c) As provided in 45 CFR 1310.2(a), this section does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.</b></p>				

<b>1310.17</b>	<b>Driver and bus monitor training.</b>				
<b>1310.17</b> <b>(a)</b>	<b>(a) Each agency providing transportation services must ensure that persons employed to drive vehicles used in providing such services will have received the training required under paragraphs (b) and (c) of this section no later than 90 days after the effective date of this section as established by Sec. 1310.2 of this part. The agency must ensure that drivers who are hired to drive vehicles used in providing transportation services after the close of the 90 day period must receive the training required under paragraphs (b) and (c) prior to transporting any child enrolled in the agency's program. The agency must further ensure that at least annually after receiving the training required under paragraphs (b) and (c), all drivers who drive vehicles used to provide such services receive the training required under paragraph (d) of this section.</b>	See 1310.2 (b)(c) Drivers attend Head Start Bus Driver Training, which includes classroom and behind the wheel training. Copies of attendance certificates, with training content are kept in the HS personnel office.	Trans. Coord.	Annually	Personnel files
<b>1310.17</b> <b>(b)(1)-</b> <b>(7)</b>	<b>(b) Drivers must receive a combination of classroom instruction and behind-the-wheel instruction sufficient to enable each driver to:</b>	Copies of the certifications showing driver training will be kept in the HS personnel office.	Trans. Coord.	Annually	Training Cert. in Personnel files
	<b>(1) operate the vehicle in a safe and efficient manner;</b>	This is included in the annual Head Start bus driver training provided by Harlow Bus service.	Trans. Coord.	Annually	Training Cert. in Personnel files
	<b>(2) safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;</b>	This is included in the annual Head Start bus driver training provided by Harlow Bus service.	Trans. Coord.	Annually	Training Cert. in Personnel files
	<b>(3) administer basic first aid in case of injury;</b>	Training in First Aid is completed annually.	H & S	Annually	Training record
	<b>(4) handle emergency situations, including</b>	This is included in the annual Head	Trans. Coord.	Annually	Training Cert.

	<b>vehicle evacuation procedures;</b>	Start bus driver training provided by Harlow Bus service.			
	<b>(5) Operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;</b>	This is included in the annual Head Start bus driver training provided by Harlow Bus service.	Trans. Coord.	Annually	Training Cert.
	<b>(6) conduct routine maintenance and safety checks of the vehicle; and</b>	This is included in the annual Head Start bus driver training provided by Harlow Bus service.	Trans. Coord.	Annually	Training Cert. Maintenance Checklist
	<b>(7) Maintain accurate records as necessary.</b>	Transportation Coordinator will train bus drivers in maintaining accurate records for the bus.	Trans. Coord.	Annually	Records
<b>1310.17 (c)</b>	<b>(c) Drivers must also receive instruction on the topics listed in 45 CFR 1304.52(k)(1), (2) and (3)(i) and the provisions of the Head Start Program Performance Standards for Children with Disabilities (45 CFR 1308) relating to transportation services for children with disabilities.</b>	Transportation Agency provides Handicapped Accessible training  OCDC provides information to drivers to help meet the needs of child with a disability. Driver will sign a confidentiality form.	Transportation Agency  Disabilities	As needed  As needed	Training records
<b>1310.17 (d)</b>	<b>(d) Drivers must receive refresher training courses including the topics listed in paragraphs (b) and (c) of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.</b>	Drivers receive classroom and behind-the-wheel training as well as First Aid training.	Trans. Coord.	Annually	Personnel files Training records
<b>1310.17 (e)</b>	<b>(e) Each agency providing transportation services must ensure that drivers who transport children receiving the services qualify under the applicable driver training requirements in its State.</b>	OCDC follows South Dakota Code Law requiring that all drivers have a CDL as do Head Start Performance Standards	Trans. Coord.	Ongoing as hired	Personnel records
<b>1310.17 (f) (1)-(2)</b>	<b>(f) Each agency providing transportation services must ensure that:</b>				
	<b>(1) the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road</b>	OCDC will hire a bus company supervisor to ride with the bus drivers for an on board evaluation annually.	Trans. Coord.	Annually	Evaluation in personnel records

	<b>performance; and</b>	Copies of these evaluations will be kept in the HS personnel office.			
	<b>(2) before bus monitors assigned to vehicles used to provide such services begin their duties, they are trained on child boarding and exiting procedure, use of child restraint systems, any required paperwork, response to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre- and post-trip vehicle check.</b>	Bus Monitors are trained during the annual pre-service using the Bus Monitor Training Sheet. Driver will review all emergency evacuation procedures with Bus Monitor.	Trans. Coord. Bus Driver	August Annually	Pre-service Agenda and Attendance Sheet  Transportation Service Area Plan
<b>Subpart C</b>	<b>Special Requirements</b>				
<b>1310.20 (a)</b>	<b>Trip routing (a) Each agency providing transportation services must ensure that in planning fixed routes the safety of the children being transported is the primary consideration.</b>	Drivers will work with FCP and Disability Specialist to plan routes and transportation for children with special needs.	Bus Driver	Annually and ongoing	Route lists
<b>1310.20 (b)(1)-(7)</b>	<b>(b) The agency must also ensure that the following basic principles of trip routing are adhered to:</b>				
	<b>(1) The time a child is in transit to and from the Head Start or Early Head Start program must not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical.</b>	All routes are planned and ran to ensure they are no longer than 60 minutes. Individual needs are considered during planning of route. Initially, driver will time the route and then again if route changes occur.	Trans. Coord.	Annually as child enrolls and as needed thereafter	Route time & schedule
	<b>(2) Vehicles must not be loaded beyond the maximum passenger capacity at any time.</b>	Capacity posted in vehicle. Drivers make sure that this capacity is not exceeded.	Bus Driver	Ongoing	Observation
	<b>(3) Vehicles must not be required to back up or make “U” turns, except when necessary for reasons of safety or because of physical barriers.</b>	Routes are planned to avoid backing up. During bus training & CDL manuals train drivers not to back up unless no other alternative is	Bus Driver	Ongoing	Route plan Observation of route

		available.			
	<b>(4) Stops must be located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle.</b>	Routes are planned to minimize traffic disruptions. Drivers are instructed to use all safety precautions which involve pulling to the curb and loading and unloading in safe areas only. Drivers move to the right hand lane when stopping at RR crossings to minimize traffic disruptions. Driver evaluation include onboard observation.	Bus Driver	Ongoing	Route plan Observation of route
	<b>(5) When possible, stops must be located to eliminate the need for children to cross the street or highway to board or leave the vehicle.</b>	MapQuest and addresses may be used to coordinate the route in order to pull up on the right side of the street to eliminate the need for children to cross the street.	Trans. Coord. Bus Driver	Ongoing	Route plan Observation of route
	<b>(6) If children must cross the street before boarding or after leaving the vehicle because curbside drop off or pick up is impossible, they must be escorted across the street by the bus monitor or another adult.</b>	OCDC routes are planned using MapQuest and children's addresses to ensure that children do not have to cross the street. If a situation arose that required a child to cross the street, the bus monitor would escort the child.	Trans. Coord. Bus Driver Bus Monitor	Ongoing	Route plan Observation of route
	<b>(7) Specific procedures must be established for use of alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks, or emergency road closing. In selecting among alternatives, transportation providers must choose routes that comply as much as possible with the requirements of this section.</b>	Alternate routes are planned to avoid any accidents or hazards that could affect the safety to the children. Drivers assess the situation and reroutes to avoid the hazardous condition. If necessary, the driver will pull over and call the OCDC for further details.	Bus Driver	Ongoing	Route plan Observation of route
<b>1310.21</b>	<b>Safety Education</b>				
<b>1310.21</b>	<b>(a) Each agency must provide training for</b>	Information and resources on	Ed. Mgrs.	Within 30	Home visit form

<p><b>(a)</b></p>	<p><b>parents and children in pedestrian safety. The training provided to children must be developmentally appropriate and an integral part of program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must provided within the first thirty days of the program year.</b></p>	<p>pedestrian and transportation safety are provided to all parents at the initial home visit. Teachers and Home Visitors plan activities and lessons to teach children and families pedestrian and transportation safety and give them opportunities to implement and practice the training. These activities are completed within the first 30 days of enrollment. If a child enrolls mid-year, they receive the same information. Safety education information included in program newsletter and handbook, as well as throughout the year.</p>	<p>Enrollment staff Bus Driver Teachers HV  H &amp; S</p>	<p>days of enrollment       Ongoing</p>	<p>enrollment forms  Lesson plans    Newsletters Handbook</p>
<p><b>1310.21 (b)(1)-(5)</b></p>	<p><b>(b) Each agency providing transportation services, directly or through another organization or an individual, must ensure that children who receive such services are taught:</b></p>	<p>Teachers, Drivers and Home Visitors plan safety activities and lessons to teach children safety. In September, the Transportation Safety Education Curriculum will be taught and reinforced throughout the year. Information and activities are also provided for parents to continue the safety education in the home environment. Parent Letters from Transportation Curriculum are sent home before each unit, explaining how parents can foster the safety concepts at home. During the first home visit parents are given a pamphlet on Pedestrian Safety.</p>	<p>Teacher HV  Ed. Mgrs.</p>	<p>Within 30 days of enrollment and ongoing</p>	<p>Lesson plans</p>
	<p><b>(1) safe riding procedures; (2) safety procedures for boarding and</b></p>	<p>Teachers and Home Visitors plan activities and lessons pertaining to</p>	<p>Ed. Mgrs.</p>	<p>Within 30 days of</p>	<p>Lesson plans</p>

	<p><b>leaving the vehicle;</b>  <b>(3) safety procedures in crossing the street to and from vehicle at stops;</b>  <b>(4) recognition of the danger zones around the vehicle; and</b>  <b>(5) emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.</b></p>	<p>safety procedures as noted above. Children enrolled in the program participate in emergency evacuation drill on the vehicle they ride 3X per year. The Education Manager schedules this with the Transportation Agency.</p>	<p>Teachers                      HV                      Bus Driver</p>	<p>enrollment                      3 times per year</p>	<p>Transportation Agency Logging</p>
<p><b>1310.21 (c)(1)-(2)</b></p>	<p><b>(c) Each agency providing transportation services must provide training for parents that:</b></p>	<p>Information and resources on pedestrian and transportation safety are provided to all parents at the initial home visit and orientation. Information is communicated to the parents through home visits, newsletter, and posted lesson plans. Safety education information and activities are included in program brochures throughout the year.</p>	<p>HV Teachers                      H &amp; S</p>	<p>Initial home visit</p>	<p>Lesson Plan                      Parent Meeting Form                      Newsletters                      Handbook</p>
	<p><b>(1) emphasizes the importance of escorting their children to the vehicle stop and the importance of reinforcing the training provided to children regarding vehicle safety; and</b></p>	<p>Children receiving bus transportation are picked up with a door-to-door service. Children are provided additional safety activities throughout school year using the Transportation Safety Education Curriculum.</p>	<p>Teachers                      HV                      Bus Monitor                      Ed. Mgrs.</p>	<p>Enrollment</p>	<p>Transportation Safety Handout</p>
	<p><b>(2) compliments the training provided to their children so that safety practices can be reinforced both in Head Start and at home by the parent.</b></p>	<p>Information and activities are provided for parents to continue the safety education in the home environment. Parent letters are sent home to go along with each unit of the Transportation Safety Education Curriculum.</p>	<p>Teachers                      HV</p>	<p>As needed</p>	<p>Parent notices                      Lesson plans</p>
<p><b>1310.21 (d)</b></p>	<p><b>(d) Each agency providing transportation services must ensure that at least two bus</b></p>	<p>3 emergency evacuation drills per year. The Education Coordinator</p>	<p>Bus Driver                      Ed. Mgrs.</p>	<p>3 times per year</p>	<p>Transportation Agency Trip</p>

	<b>evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year.</b>	schedules this with the Bus Driver. A sign-in sheet of who participated (children, monitor, teacher, teacher aide, and driver) will be filled out. Names should be listed, as well as the date.	Bus Monitor		Sheets
<b>1310.21 (e)</b>	<b>(e) Each agency providing transportation services must develop activities to remind children of the safety procedures. These activities must be developmentally appropriate, individualized and be an integral part of the Head Start or Early Head Start program activities.</b>	By following the Teacher’s guide for using the Transportation Safety Education Curriculum for preschool children, Teachers and Home Visitors plan activities that are developmentally appropriate for children enrolled in the program. Curriculum is based on the performance standards that have been incorporated in the TSEC. Early Head Start children do not use bus transportation, but do receive Pedestrian safety pamphlet at initial home visit.	Teacher HV Ed. Mgrs.	Within 30 days of enrollment	Lesson plans Copies of literature provided
<b>1310.22</b>	<b>Children with disabilities.</b>				
<b>1310.22 (a)</b>	<b>(a) Effective January 18, 2006, each agency must ensure that there are school buses or allowable alternate vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. This requirement does not apply to the transportation of children receiving home-based services unless school buses or allowable vehicles are used to transport the other children served under the home-based option by the grantee. Whenever possible,</b>				

	<b>children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start or Early Head Start program.</b>				
<b>1310.22 (b)</b>	<b>(b) Each Head Start, Early Head Start and delegate agency must ensure compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the HSS regulations at 45 CFR part 84, implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and the Head Start Program Performance Standards on Services for Children with Disabilities (45 CFR part 1308) as they apply to transportation services.</b>	(From 1304.4(h) in Disabilities Service Plan The overall goal of the disabilities services effort is to identify children who may be in need of special services and to refer these children to appropriate agencies for further evaluation and to insure that children receive appropriate services needed. Head Start will assist the parents by providing information about the referral and evaluation process and parental rights. When necessary, Head Start will provide transportation to HS services, to evaluation, and to IEP (IFSP) meetings. Head Start staff will attend the IEP (IFSP) meetings when possible and provide input about the child’s performance in the classroom. If needed, Head Start will provide transportation to specific therapy sessions.	Disabilities Dis. Coord. Trans. Coord.	As needed	IEP/IFSP
<b>1310.22 (c)(1)-(5)</b>	<b>(c) Each agency must specify any special transportation requirements for a child with a disability when preparing the child’s Individual Education Plan (IEP) or Individual Family Service Plan (IFSP), and ensure that in all cases special transportation requirements in a child’s IEP or IFSP are followed, including:</b>	OCDC will check IEP/IFSP to see if special transportation requirements are listed. OCDC will collaborate with local school districts, River Cities Transit, and Forell Limousine & Bus Service to make sure that they have a bus with special equipment (chair lifts, ramps, special harness) to	Dis. Coord. Transportation Agency Trans. Coord. LEA	As needed	IEP/IFSP Interagency Agreement

		be used as needed for children with those needs. LEA and Trans. Coor. will provide training to monitors and bus drivers. LEAS are responsible for assuring free and appropriate Public Education (FAPE) must assure that services outlined in the IEP/IFSP are provided.			
	<b>(1) special pick-up and drop-off requirements;</b>	See above			
	<b>(2) special seating requirements;</b>	See above			
	<b>(3) special equipment needs;</b>	See above			
	<b>(4) any special assistance that may be required; and</b>	See above			
	<b>(5) any special training for bus drivers and monitors.</b>	See above			
<b>1310.23</b>	<b>Coordinated transportation.</b>	See above			
<b>1310.23 (a)</b>	<b>(a) Each agency providing transportation services must make reasonable efforts to coordinate transportation resources with other human services agencies in its community in order to control costs and to improve the quality and the availability of transportation services.</b>	OCDC will collaborate with local school districts, River Cities Transit, and Forell Limousine & Bus Service when available to control transportation costs, improve quality and availability.	Trans. Coor. FCP	Annually and ongoing	Transportation quotes
<b>1310.23 (b)</b>	<b>(b) At a minimum, the agency must:</b>				
<b>(1)-(3)</b>	<b>(1) identify the true costs of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the service;</b>	OCDC cost is estimated and compared yearly. Estimates are sought out on insurance, gas, and misc. bus expenses and compared with prices for contracting services.	Ex. Dir. Fiscal Prog. Dir.	Annually	Transportation cost analysis in Grant

	<p><b>(2) explore the option of participating in any coordinated public or private transportation systems existing in the community; and</b></p>	<p>Pierre has one public transportation agency that will not quote partial transportation of children. They do not have a bus that meets Head Start regs. OCDC will contact the private transportation company and school districts each year to see what collaborative opportunities can be identified.</p>	<p>Ex. Dir.</p>	<p>Annually</p>	<p>Transportation quotes</p>
	<p><b>(3) where no coordinated public or private non-profit transportation system exists in the community, make every effort to identify other human services agencies also providing transportation services and, where reasonable, to participate in the establishment of a local transportation coordinating council.</b></p>	<p>OCDC will make effort to identify other agencies providing transportation services and coordinate efforts by using yellow pages and the Chamber of Commerce.</p>	<p>Ex. Dir. FCP</p>	<p>Annually</p>	<p>Meeting Minutes</p>