

**Area:** Transportation

**Subject:** TR01 - Provision of Transportation for Children

**Reference:** 1310.10 (a-g)

**Policy:** SCOE will ensure compliance with Head Start Performance Standards as related to transportation requirements.

**Procedure:**

1. Grantee staff will ensure the compliance of the applicable requirements in part 1310 through a monitoring system that occurs annually.
2. Monitoring by the Grantee staff will include an on-board vehicle inspection with a checklist to ensure the vehicles are equipped with the following equipment:
  - a. A communication system to call for assistance in case of emergency
  - b. Safety equipment for use in an emergency, including a charged fire- extinguisher, properly mounted near the driver's seat and a sign indicating its location
  - c. A first aid kit and a sign indicating its location
  - d. A seat belt cutter for use in an emergency evacuation and a sign indicating its location
  - e. Baggage and other items in the passenger compartment are properly stored and secured, and that aisles, doors and emergency exits remain clear and unobstructed at all times
  - f. There is at least one bus monitor on board at all times (effective January 20, 2004 – does not apply to transportation service to children served under the home-based option and Early Head Start)
3. Grantee staff will ensure any auxiliary seating is built into the vehicle by the manufacturer, are used in correct manner, and has been inspected annually.
4. Grantee staff will review records of accidents that have occurred involving vehicles that transport children receiving services, assuring these accidents are reported in accordance with State laws.
5. Grantee staff will review procedures for ensuring that children are only released to a parent of legal guardian or other individuals identified in writing by the parent or guardian.
6. Grantee staff will utilize the field trip checklist to ensure that no child is left behind in the vehicle, classroom or the field trip location.

**Supervised by:** Director II, Coordinator of Early Childhood Programs, Health Services Manager

**Performed by:** Child Development Supervisor II, Child Development Supervisor I, Project Technician, Nurses, and Health Aides

**Forms needed:** Equipment Checklist, Monitor Instrument, Emergency Cards, Field Trip Checklist

**Frequency:** Annually