

Area: Transportation

Subject: TR03 - Required Use of School Buses or Allowable Alternate Vehicles

Reference: 1310.2 (a), 1310.12 (a-c)

Policy: SCOE will ensure that when providing transportation services for children, they are transported in school buses or allowable alternate vehicles equipped as required (effective January 18, 2006).

Procedure:

1. Grantee staff will ensure that agencies providing transportation use school buses or allowable alternate vehicles. A physical check of the vehicle will take place by a Grantee staff member. The vehicles will have:
 - a. Height-and-weight-appropriate child-restraint systems
 - b. Reverse beepers
2. SCOE staff may transport child with parent to medical/dental appointments and parent meetings as needed in SCOE passenger vans.
 - a. Staff identifies need for transportation to medical/dental appointment or parent meeting
 - b. For medical/dental appointments SCOE Health staff shall arrange appointment and pick-up parent and child at the center child is enrolled
 - c. One sibling under age 12 months may accompany parent. At no time shall siblings older than 12 months be transported
 - d. Driver is to abide by and enforce all seat belt laws; by 1) checking all passengers for proper child restraint systems and seat belts in place, 2) not exceeding capacity limits of vehicle, & 3) completion of Transportation check list
3. Transporting a sick child home is not included in transportation services.

Supervised by: Health Services Manager

Performed by: Child Development Supervisor, Project Technician, Family Service Worker, Family Health Services Aide, Nurse

Forms needed: Monitoring Instrument, Pre-Inspection Check List

Frequency: Annually