

Area: Transportation

Subject: TR14 – Bus Passes for Public Transportation

Reference:

Policy: SCOE will adopt a procedure for reasonable and allowable utilization and distribution of bus passes for public transportation to families.

Guidance: Bus Passes for public transportation will be provided to Head Start families when a family does not have any other means of transportation for school related purpose/special circumstances such as, medical appointments, dental appointments.

Procedure:

1. Child Development Supervisors (CDSs) will order bus passes for each direct operated site as need. Passes will be purchased from the following public transportation agencies, Modesto Area Express (MAX), Ceres Area Transit (CAT), Riverbank Oakdale Transit Authority (ROTA), Stanislaus Regional Transit (StaRT).
2. Bus pass booklets will be kept at the DeArmond Site with the Administrative Assistant II and available for the Family Service Workers to check out as needed by Head Start families.
3. Administrative Assistant II will document the distribution of bus passes to sites on the Bus Pass Tracking Form I.
4. The FSW is limited to maintain 10 passes per site at one time.
5. The FSW will document the distribution of passes on the Bus Pass Tracking Form II.

Supervised by: Child Development Supervisor II & III

Performed by: Family Service Worker II, Child Development Supervisor II & III.

Forms needed: Bus Pass Tracking Form I, Bus Pass Tracking Form II

Frequency: On-going