

PROGRAM AREA PLANS

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GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA TRANSPORTATION

PERFORMANCE STANDARD	STRATEGY	TIME FRAME	DOCUMENTATION
<p>§1310.10 General</p> <p>1310.10(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.</p>	<ol style="list-style-type: none"> 1. Identify family transportation needs. 2. Resource materials for community transportation will be provided to families. 	At application time/Ongoing	<p>Transportation resource materials</p> <p>Family Partnership Agreement Family Contact Log</p>
<p>1310.10(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.</p>	<ol style="list-style-type: none"> 1. Recruitment flyers will indicate if transportation is possible. 2. Resource materials for community transportation will be provided to families. 	Annual/Ongoing	<p>Recruitment flyers, posters</p> <p>Transportation resource materials</p>
<p>1310.10(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 individual, the agency must ensure the compliance of the transportation provider with the requirements of this part.</p>	<ol style="list-style-type: none"> 1. Delegate/Grantee will adhere to all transportation regulations and monitor for compliance. 	Beginning of each program year	Monitoring Instrument Transportation Checklist
<p>13010.10(d)(1) Each agency providing transportation services must ensure that each vehicle used in providing such services is equipped with a communication system to call for assistance in case of an emergency.</p>	<ol style="list-style-type: none"> 1. A procedure for communication/emergency information will be implemented when transporting children. 	Ongoing	Monitoring Instrument Transportation Checklist
<p>1310.10(d)(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.</p>	<ol style="list-style-type: none"> 1. Each bus will be equipped with the required safety equipment and monitored. 	Ongoing	Daily Vehicle Check Log Monitoring Instrument

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	2. Fire extinguishers are available, accessible, tested and serviced annually in the vehicle.	Annually	Transportation Checklist Health and Safety Screener
1310.10(d)(3) A first aid kit and a sign indicating the location of such equipment	1. First aid kits are located in vehicle and a first aid sign will be clearly posted, indicating its location.	Ongoing	Daily Vehicle Check Log Monitoring Instrument Transportation Checklist
1310.10(d)(4) A seat belt cutter for use in an emergency evacuation and a sign indicating its location.	1. Seat belt cutter will be available including a sign indicating its location.	ongoing	Daily Vehicle Check Log Monitoring Instrument Transportation Checklist
1310.10(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).	1. Schedule annual bus inspections to ensure appropriate seating is installed.	Annually before service begins At time of enrollment	Monitoring Instrument Transportation Checklist
1310.10(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.	1. Reports of any accidents are kept on file and sent to Grantee's Health Services Director. 2. Unusual Incident Report will be sent to CCL.	As necessary	Accident Report Unusual Incident Report
1310.10(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 or legal guardian. Agencies must maintain lists of the persons, including alternates in case	1. Emergency cards with emergency contacts kept on bus. 2. Bus Monitor signs when child is being	Daily	Bus Check-in/Out Rosters Emergency Procedure Card Daily Sign

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of emergency, and up-to-date child rosters must be maintained at all times to ensure that no child is left behind, either at the classroom or on the vehicle at the end of the route.	<p>transported.</p> <p>3. Parent/guardian signs when child is released from bus monitor.</p> <p>4. Both bus monitor and driver will count children separately at time bus begins route and at end of route and compare with child sign in/sign out sheet.</p>	At beginning and end of each route	<p>Student Release Authorization Form</p> <p>Transportation Procedure Child sign in/sign out sheet</p>
<p>§1310.11 Child Restraint Systems</p> <p>Effective June 21, 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.</p>	<p>1. Buses used for programs implementing transportation shall be equipped with approved height and weight child safety restraints</p> <p>2. Agencies providing transportation will access the Consumer Product Safety Commission website to determine if there have been any recalls of auxiliary seating, and if so, take appropriate action based on recall instructions</p> <p>3. Ensure that the appropriate auxiliary seating is used for each child's individual height/weight based on California State Highway Patrol Guidelines</p>	<p>Ongoing/At time of Program Audit</p> <p>Annually, before service begins</p> <p>Every 4 months</p>	<p>Monitoring Instrument Transportation Checklist</p> <p>Transportation Checklist</p> <p>Child Sign/in out sheet Transportation Procedure</p>
<p>§1310.12 Required use of School Buses or Allowable Alternate Vehicles</p> <p>1310.12(a)</p> <p>Effective December 30, 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 beepers. As provided in 45 CFR, this paragraph does not apply to transportation services to children served under the home-based option for Head</p>	<p>1. Buses used for programs implementing transportation shall be equipped with approved height and weight child safety restraints.</p>	Ongoing	Monitoring Instrument Transportation Checklist

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Start and Early Head Start.			
1310.12(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 must ensure that the funds are used to purchase a vehicle that is either a school bus or an allowable alternate vehicle and is equipped (1) for use of height- and weight-appropriate child restraint systems; and (2) with a reverse beeper.	1. Approved funding shall be used for purchase of buses with child restraint and reverse beeper.	At time of purchase	Fiscal reports Purchasing reports
1310.12(c) As provided in 45 CFR 1310.2(a), paragraph (b) of this section does not apply to vehicles purchased for use in transporting children served under the home-based option for Head Start and Early Head Start.	1. Children served within Home-base option may be transported by other vehicles.	As needed	Vehicle Check out Log Family Contact Log
§1310.13 Maintenance of Vehicles Each agency providing transportation services must ensure that vehicles used to provide such services are maintained in safe operating condition at all times. The organization operating the vehicle must establish and implement procedures for:			
1310.13(a) Thorough safety inspection of each vehicle on at least an annual basis through an inspection program licensed or operated by the State.	1. Schedule annual inspection with State licensed facility. 2. Agency will complete vehicle inspection.	Annually per CHP Inspector Before start of program year and every 45 days or 3,000 miles	Copy of Annual Inspection District's Bus Maintenance and Safety Inspection Record
1310.13(b) Systematic preventive maintenance on such vehicles.	1. Vehicle maintenance schedule.	Ongoing	Completed pre-trip inspection check sheet

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			Vehicle Maintenance Schedule (Manufacturer's Guidelines) Service Invoices
1310.13(c) Daily pre-trip inspection of the vehicles by the driver.	1. Pre-trip inspection. Check sheet is maintained on bus.	Daily	Completed pre-trip inspection check sheet
§1310.14 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. 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.	1. Vehicles purchased shall be inspected by ensure bid specifications have been met. 2. Procurement Policies and Procedures are to comply with Federal Financial Standards 2CFR Part 200.	At time of delivery before used for transporting children. Prior to purchase	Inspection report Board Meeting Minutes
§1310.15 Operation of Vehicles Each agency providing transportation services, either directly or through an arrangement with another organization or an individual, to children enrolled in its program must ensure that:			
1310.15(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.	1. A bus monitor will secure children in age/weight/height appropriate child restraint system.	Each trip	Daily sign-in and sign-out sheet Transportation Procedure
1310.15(b) Baggage and other items transported in the passenger	1. Bus drivers/monitors will ensure all items are	Each trip	Daily sign-in and sign-out

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compartment are properly stored and secured and the aisles remain clear and the doors and emergency exits remain unobstructed at all times.	secured while bus is in motion. No objects will block the aisles or the emergency exits.		sheet Transportation Procedure
1310.15(c) Effective June 21, 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 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.	<ol style="list-style-type: none"> 1. Bus monitors shall be on board at all times when children are transported. 2. Additional bus monitors will be added to accommodate children with disabilities. 	<p>Daily</p> <p>As Needed</p>	<p>Bus monitor procedure Daily bus checklist</p> <p>Child Success Team Minutes</p>
1310.15(d) Except for bus monitors who are assisting children, all vehicle occupants must be seated while the vehicle is in motion.	<ol style="list-style-type: none"> 1. All children will be seated in appropriate child restraints. 	Each trip	Daily sign-in and sign-out sheet
§1310.16 Driver Qualifications 1310.16(a)(1) Each agency providing transportation services must ensure that persons who drive vehicles used to provide such services at a minimum: 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 operate	<ol style="list-style-type: none"> 1. Driver personnel file to include photocopies of required information. Driver will have in their possession a valid California Driver's License, a physical exam card, and a first aid card. 	Upon employment	Copies of California Driver's License Physical Exam First Aid Card
1310.16(a)(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.	<ol style="list-style-type: none"> 1. Drivers will be physically and mentally fit to transport children. 	Ongoing	Personnel File Job Description
1310.16(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	<ol style="list-style-type: none"> 1. Job Description will be available clearly stating employment qualifications. 	Before application process	Job Application Job Description Disclosure statement signed by applicant

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at the time application is made, and that there are criteria for the rejection of unacceptable applicants.			
<p>The applicant review procedure must include, at a minimum:</p> <p>1310.16(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;</p>	<p>1. Program will obtain DMV record printout of driver.</p>	Before employment	Copy of DMV printout
<p>1310.16(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 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.</p>	<p>1. Program will obtain medical examination of driver.</p> <p>2. Program will check applicant record through DMV and/or National Driver Registry.</p>	Before employment	<p>Copy of signed medical examination</p> <p>Copy of DMV Printout National Driver Registry Validation</p>
<p>§1310.17 Driver and Bus Monitor Training</p> <p>1310.17(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 § 1310.2 of this part. The agency must ensure that drivers who are hired to drive vehicles used</p> <p>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</p>	<p>1. All drivers working for Head Start will have completed state required safety training.</p>	Prior to employment and annually	T-01 card and CDL Special driver's certificate

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who drive vehicles used to provide such services receive the training required under paragraph (d) of this section .			
1310.17(b) Drivers must receive a combination of classroom instruction and behind-the-wheel instruction sufficient to enable each driver to:			
1310.17(b)(1-7) <ol style="list-style-type: none"> (1) operate the vehicle in a safe and efficient manner. (2) safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers (3) administer basic first aid in case of injury (4) handle emergency situations, including vehicle evacuation procedures (5) operate any special equipment, such as wheel chair lifts, assistance devices or special occupant restraints (6) conduct routine maintenance and safety checks of the vehicle (7) maintain accurate records as necessary 	<ol style="list-style-type: none"> 1. All drivers working for Head Start will have completed the State required safety training. Training will include classroom as well as behind-the-wheel instruction in all required areas, 1-7. Annual training to be conducted after initial training. 	Prior to employment and annually	T-01 Card or CDL Special Driver's Certificate
1310.17(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.	<ol style="list-style-type: none"> 1. Drivers will receive training focused on the individual health, physical, and/or intellectual needs of the children. They are transporting in order to maintain child safety. 	Prior to transporting	Individualized Health Care Plans – IHCP Staff Training Sign-In
1310.17(d) Drivers must receive refresher training courses and any additional necessary training to meet the requirements applicable in the State where the agency operates.	<ol style="list-style-type: none"> 1. Planned ongoing driver trainings to comply with State laws. Ten hours of inservice or classroom. 	Ongoing	T-01 Card
1310.17(e) Each agency providing transportation services must	<ol style="list-style-type: none"> 1. Transportation supervisor or appropriate 	Ongoing	T-01 card

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ensure that drivers who transport children receiving the services qualify under the applicable driver training requirements in its State.	management staff shall oversee training compliance.		
1310.17(f)(1) The annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance.	1. Supervisor will ride with driver for annual evaluation to observe road performance.	Annually	Check list and notes from ride-along Employee evaluation
1310.17(f)(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, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre and post-trip vehicle check.	1. Driver will be trained in required areas before assigned to vehicles.	Annually, before duties begin	Agendas Sign-in Sheets Bus Driver and Bus Monitor Procedures
§1310.20 Trip Routing The Safety of children being transported is the primary consideration in planning fixed routes.	1. Route sheets will be provided to show the route each bus is taking.	Weekly with updates as needed	Daily sign-in and sign-out sheets Route Sheets
1310.20(a) Each agency providing transportation services must ensure that in planning fixed routes the safety of the children being transported is the primary consideration.	1. Bus routes shall be established to ensure safety of children limiting left turns.	Annually	Route schedules
1310.20(b) The agency must also ensure that the following basic principles of trip routing are adhered to: (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	1. Route not to exceed transporting children more than 1 hour.	Ongoing	Route schedules

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<p>impractical.</p> <p>(2) Vehicles must not be loaded beyond the maximum passenger capacity at any time.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p>	<p>2. Maximum capacity is not to be exceeded.</p> <p>3. Routes established without "U" turns.</p> <p>4. Stops shall provide optimal visibility for the driver's view of front and back.</p> <p>5. Stops established to prevent children from cross streets.</p> <p>6. Children shall be escorted by bus monitor or parent for all street crossing.</p> <p>7. Alternate routes shall be pre-established in the event of hazardous conditions.</p>	<p>Annually</p>	<p>Route Sheets</p>
<p>§1310.21 Safety Education</p> <p>1310.21(a) Each agency must provide training for 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</p>	<p>1. Provide educational opportunities for parents and children that include bus, pedestrian and personal safety.</p>	<p>Within first 30 days of program year and/or enrollment of each child. Ongoing throughout the program year</p>	<p>Agendas Sign-in Sheets Copies of materials distributed</p>

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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 be provided within the first thirty days of the program year.			
1310.21(b)(1-4) Each agency providing transportation services, directly or through another organization or an individual, must ensure that children who receive such services are taught: <ul style="list-style-type: none"> (1) safe riding practices (2) safety procedures for boarding and leaving the vehicle (3) safety procedures in crossing the street to and from the vehicle at stops (4) recognition of the danger zones around the vehicle 	1. Provide training for children on all required elements of riding on the bus.	Within first 30 days of program year and when transporting newly enrolled children	Activity Plans, Materials distributed
1310.21(b)(5) (5) emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.	1. Plan and practice emergency evacuation drill on bus.	Within first 30 days of start of program and when transporting newly enrolled children	Activity Plans Photos Sign-in Sheets Evacuation Form, Safe Rider Form
1310.21(c) Each agency providing transportation services must provide training for parents that:	1. Provide educational opportunities for parents and children on all required items.	Within first 30 days and when transporting newly enrolled children	Agenda Sign-in Sheet Evaluations
1310.21(c)(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.	1. Provide educational opportunities for parents and children on all required items.	Within first 30 days and when transporting newly enrolled children	Bus Memo Bus Procedure and Guidelines

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1310.21(c)(2) Complements the training provided to their children so that safety practices can be reinforced both in Head Start and at home by the parent.	1. Provide educational opportunities for parents and children on all required items.	Within first 30 days and when transporting newly enrolled children	Bus Memo Bus Procedure and Guidelines
1310.21(d) Each agency providing transportation services must ensure that at least two bus evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year.	1. Two additional bus evacuation drills will be planned throughout the program year.	Regular intervals during program year	Bus Evacuation Drill Sign-off Sheet with Date of Evacuation Drill Signature of Center Supervisor
1310.21(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 program activities.	1. Appropriate activities for the classroom will be planned and implemented to remind children of bus safety procedures.	Throughout program year	Activity Plans
§1310.22 Children with Disabilities 1310.22(a) Effective December 30, 2006, each agency must ensure that there are school buses or allowable alternative 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 alternate vehicles are used to transport the other children served under the home-based option by the grantee. Whenever possible, 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.	1. Programs will transport children with a disability and non-disabled children in the same vehicle, unless a medical need requires specialized transportation. 2. Staff will collaborate with the child's parent/guardian to identify if specialized transportation is needed.	Providing Busing Services Field Trips Family/Child Appointments Prior to transportation service being provided	Individual Health Care Plan CST Result Form Individual Health Care Plan CST Result Form
	3. Staff and parent/guardian will establish a plan for transporting the child when specialized transportation is needed. 4. When specialized transportation is needed Head Start staff will access specialized transportation which may include community resources.	Prior to transportation service being provided Prior to transportation service being provided	Individual Health Care Plan CST Result Form Individual Health Care Plan CST Result Form MOU
1310.22(b)			

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Each Head Start, Early Head Start and delegate agency must ensure compliance with the Americans with Disabilities Act (42 U.S.C. 12101 <i>et seq.</i>), the HHS 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.	<ol style="list-style-type: none"> No child will be denied access to Head Start activities and/or services based on their disability and/or health need. Head Start staff will take necessary action to ensure all children have transportation needs met. 	As needed, based on individual child need	Individual Health Care Plan CST Result Form CST Result Form
1310.22(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: <ol style="list-style-type: none"> special pick-up and drop-off requirements; special seating requirements; special equipment needs; any special assistance that may be required; and any special training for bus drivers and monitors. 	<ol style="list-style-type: none"> The development of IFSP/IEP documents is the responsibility of Local Part C and Part B agencies. IFSP/IEP documents reflect the transportation services being provided by Part C/Part B agencies. Head Start staff will collaborate with local Part C/Part B agencies and families to advocate for children's transportation needs. Head Start staff will collaborate with local Part C/Part B to ensure specialized: pick-up and drop-off; seating requirements, equipment need, assistance required and training for bus drivers/monitors. 	Indicated in IFSP/IEP document Indicated in IFSP/IEP document Indicated in IFSP/IEP document	IFSP/IEP IFSP/IEP MOU Interagency Agreement IFSP/IEP MOU Interagency Agreement
§1310.23 Coordinated Transportation 1310.23(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.	<ol style="list-style-type: none"> Programs will work with other local community agencies to provide transportation services that adhere to the Head Start regulations. 	Ongoing	MOU
1310.23(b)			

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<p>At a minimum, the agency must:</p> <ul style="list-style-type: none"> (1) identify the true costs of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the service; (2) explore the option of participating in any coordinated public or private transportation systems existing in the community; and (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. 	<ul style="list-style-type: none"> 1. Agencies will analyze the cost in providing transportation to Head Start families and implement services as fiscally possible. 2. If it is not feasible to provide transportation services, agencies will utilize other resources to assist families in transporting their children to and from the center. 	Ongoing	<p>Community Assessment</p> <p>Budget reports</p>