

TRANSPORTATION

Northeast South Dakota Head Start Program, Inc. **Transportation Services Policies and Procedures**

Policy Council Approval: 12/9/2014
Grantee Board Approval: 12/9/2014

Program Year: 2014-2015

Relates to CFR# 1304.21

COMPONENT: Transportation

SUBJECT: Provision of an environment of acceptance

PERFORMANCE OBJECTIVE: Provide an environment of acceptance that supports and respects gender, culture, language, ethnicity and family composition.

OPERATIONAL PROCEDURE: Provide a neutral environment. May display name tags, bus rules, shapes and colors to assist the children in learning. Drivers and monitors (if available) are friendly and respectful of each family.

Relates to CFR# 1304.21

COMPONENT: Transportation

SUBJECT: Respect

PERFORMANCE OBJECTIVE: Encourage respect for the feelings and rights of others.

OPERATIONAL PROCEDURE: Children are encouraged to take turns. Children are encouraged to listen while others speak. The drivers set the example.

Relates to CFR# 1304.21

COMPONENT: Transportation

SUBJECT: Promoting language and interaction

PERFORMANCE OBJECTIVE: Promote interaction and language use among children and children and families. Support communication skills of young children by providing daily opportunities for each child to interact with others.

OPERATIONAL PROCEDURE: If a monitor is available during the bus ride, the monitor communicates with the children through one-to-one conversation. The monitor actively participates in singing songs or other safe activities with the children.

Relates to CFR# 1304.22

COMPONENT: Transportation

SUBJECT: Emergency Numbers

PERFORMANCE OBJECTIVE: Have posted locations and telephone numbers of emergency response systems. Maintain up-to-date family contact information and authorizations for emergency care.

OPERATIONAL PROCEDURE: Exits and safety equipment are marked with a location sign. A cellular telephone is on each bus with programmed emergency response telephone numbers. Family contact information is documented on a family “Emergency Card” located on each bus. The driver ensures all information is correct and up-to-date.

Relates to CFR# 1304.52

COMPONENT: Transportation

SUBJECT: Positive Methods of Child Guidance

PERFORMANCE OBJECTIVE: To use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse or humiliation. Not to employ methods of discipline that involves isolation, the use of food as punishment or reward, or the denial of basic needs.

OPERATION PROCEDURE: Drivers and monitors (if available) attend training for appropriate child guidance. Actively engage children in activities on bus. Drivers and monitors (if available) use a calm voice when directing children.

Relates to CFR# 1310.10

COMPONENT: Transportation

SUBJECT: Vehicles must be equipped.

PERFORMANCE OBJECTIVE: Each vehicle used in providing transportation services must be equipped with the following: a communication system, safety equipment (including a fire extinguisher) and signs indicating their location, first aid kits with a sign indicating its location, and a seatbelt cutter within the drivers reach. All vehicle accidents must be reported immediately to local law enforcement agencies. Children are released to only a parent or legal guardian.

OPERATIONAL PROCEDURE: Buses used to transport children are equipped with the required items. Auxiliary seating is installed at the factory. Drivers are trained on how to report accidents.

Updated 11/2014

Relates to CFR# 1310.11

COMPONENT: Transportation

SUBJECT: Transportation

PERFORMANCE OBJECTIVE: Children enrolled in the Program are transported in school buses or allowable alternate vehicles that are equipped for use of height and weight appropriate child restraint systems and have a reverse beeper.

OPERATIONAL PROCEDURE: Program owned vehicles that transport children to and from Centers are equipped with reverse beepers and height and weight appropriate child safety restraint systems.

Relates to CFR# 1310.12

COMPONENT: Transportation

SUBJECT: Vehicles Purchased

PERFORMANCE OBJECTIVE: Each Program must ensure that vehicles purchased for the transportation of children must be a school bus or allowable alternate vehicle and is equipped for use of height and weight appropriate child safety restraint systems and a reverse beeper.

OPERATIONAL PROCEDURE: All vehicles purchased to transport children to and from Centers are school buses or allowable alternate vehicles that come equipped with seatbelts to accommodate child safety restraint systems and a reverse beeper.

Relates to CFR# 1310.13

COMPONENT: Transportation

SUBJECT: Annual Inspection

PERFORMANCE OBJECTIVE: Each Program must ensure that vehicles used to transport children are maintained in a safe operating condition at all times. The Program must establish and implement procedures for (1) an annual safety inspection of all vehicles; (2) preventive maintenance program; and (3) daily pre-trip vehicle inspections.

OPERATIONAL PROCEDURE: Annual inspection of all vehicles used to transport children is accomplished each summer by the State Highway Patrol and Carrier Enforcement Agency. A systematic preventive maintenance program is in place. Drivers are required to perform daily pre-trip inspections and turn the reports in monthly to the Transportation Manager.

Updated 11/2014

Relates to CFR# 1310.14

COMPONENT: Transportation

SUBJECT: Bid Announcement

PERFORMANCE OBJECTIVE: Each Program must ensure that bid announcements for school buses and allowable alternate vehicles used to transport children include the correct specifications and a clear statement of the vehicles intended use. Each Program must have an established procedure for examining such vehicles at time of delivery to ensure the vehicle did meet bid specifications.

OPERATIONAL PROCEDURE: Bid announcements for schools 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 before signing the “Bill of Sale” for the vehicle to ensure it matches what was ordered.

Relates to CFR# 1310.15

COMPONENT: Transportation

SUBJECT: Child Safety Restraint Systems / Bus Monitors

PERFORMANCE OBJECTIVE: Each Program must ensure that (1) on vehicles equipped for use of such devices, all children are seated in a child safety restraint system appropriate to the height and weight of that child while the vehicle is in motion; (2) the aisles remain clear and the doors and emergency exits remain unobstructed at all times; (3) all passengers are seated and wearing height and weight appropriate safety restraints; and (4) all buses have at least one bus monitor on board, unless a waiver has been requested and granted to the Program.

OPERATIONAL PROCEDURE: Passengers are secure in height and weight appropriate child safety restraints. Aisles are kept clear and emergency exits are unobstructed. Everyone remains seated and all children are in safety restraints while the vehicle is in motion.

Programs may request a waiver from the requirements of 1310.15.

Relates to CFR# 1310.16

COMPONENT: Transportation

SUBJECT: Driver Requirements

PERFORMANCE OBJECTIVE: Each Program must ensure that drivers at a minimum must: (1) have a valid CDL; and (2) meet any physical, mental or other requirements necessary to perform the job. The Program must ensure that there is an applicant review process for use in hiring drivers, informing all applicants of required background checks and the criteria for the rejection of unacceptable applicants. All prospective bus driver applicants must pass the background check and a driving record check through the National Driver Register before being hired. The bus driver must have a current valid bus driver physical form signed by a medical doctor.

OPERATIONAL PROCEDURE: 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.

Relates to CFR# 1310.17

COMPONENT: Transportation

SUBJECT: Training

PERFORMANCE OBJECTIVE: The Program must ensure that required training is accomplished by the drivers prior to transporting children. The Program must ensure that all drivers receive required annual training. Training must consist of classroom training and hands-on training. Monitors, if available, are required to have pre-service and in-service bus training prior to working with the children. The Program must ensure that drivers and monitors, if available, receive all applicable state training. The Program must ensure that an annual evaluation of each driver is accomplished and it must include an on-board observation.

OPERATIONAL PROCEDURE: Drivers and monitors, if available, receive pre-service training, which includes classroom and hands-on training. In-service training is accomplished annually. First aid, CPR and evacuation training is accomplished annually. Training for transporting children with disabilities is accomplished as required. Annual evaluations, which include an on-board observation, are completed on each driver and monitor, if available.

Relates to CFR# 1310.20

COMPONENT: Transportation

SUBJECT: Safety of Children

PERFORMANCE OBJECTIVE: When planning fixed bus routes, the Program must ensure that the safety of the children being transported is the primary consideration. The following basic principles of trip routing must be addressed: (1) the transit time the child is on the bus should be limited to 1 hour; (2) vehicles must not be loaded beyond their capacity; (3) vehicles must not make “U” turns; (4) stops must be located to minimize traffic disruption and afford the driver the best field of vision; (5) stops must be located so children would not have to cross the street; (6) if a child must cross a street, the monitor (if available) or adult receiving the child must hold the child’s hand while crossing the street; and (7) alternate routes must be established for use in case of hazardous conditions.

ALL Bus Drivers must do a visual inspection of the interior and exterior of the bus after each pick-up and delivery of children. This visual inspection includes each trip to the Center and destination drop-off site for each child, including when buses are used for field trips, etc.

OPERATIONAL PROCEDURE: Safety of the children is the primary concern during planning bus routes. The time the children spend on the bus is limited to 1 hour. Vehicle load capacity is never exceeded. Drivers are not allowed to make “U” turns during their route. All stops are located to minimize traffic disruption. Children are never required to cross streets. Drivers are required to establish an alternate route at the

same time a primary route is established. A visual inspection is completed of the bus interior to ensure that all children are accounted for.

Relates to CFR# 1310.21

COMPONENT: Transportation

SUBJECT: Parents / Child Safety Training

PERFORMANCE OBJECTIVE: Each Program must provide safety training to parents and children. Children must be taught: (1) safe riding practices; (2) how to safely board and exit the bus; (3) how to safely cross streets; (4) the location of the danger zones around the bus; and (5) emergency evacuation procedures. Parents must be trained on (1) the importance of walking their children to the bus; and (2) safe riding practices taught to their children so it can be reinforced at home. Drivers are required to complete a total of 3 evacuation drills throughout the year. The first evacuation drill must be completed within 30 days of the start of the program year. Teachers must incorporate safe riding practices and bus safety into the lesson plans throughout the program year.

OPERATIONAL PROCEDURE: Required bus / pedestrian safety training is taught to the children and parents within 30 days of the first day of services and reinforced throughout the year in the classroom by the teachers and home visitors utilizing the following resources. This training is achieved at parent / child days or home visits within the first thirty day of services and in classrooms throughout the year.

Parent Child Day Guidelines

Bus Guidelines

Tips on Safely Boarding & Exiting the School Bus Handout

Safety Zone – Make a Scene Card & Sticker Set for Child / Parent Home Activity

Pedestrian Safety Training for Parents Handout

Fire Extinguisher / Smoke Detector / Evacuation Drill Form

Talk About Touching Personal Safety Curriculum Cards 1 & 2

Relates to CFR# Local Policy

COMPONENT: Transportation

SUBJECT: Bus Route and Pick-Up Time

PERFORMANCE OBJECTIVE: To provide parents with a thorough understanding of the bus route and pick-up time for their child.

OPERATIONAL PROCEDURE: Drivers will inform parents after the bus route is established what time their children need to be ready for the bus. Drivers will inform the parents that they will honk the horn upon arrival if the child is not outside, wait 3 minutes after they honk and if the child does not come out, then they will leave. It will then be up to the parents / legal guardians to bring their children to school. Drivers will also inform parents / legal guardians of the Policy concerning changes to the route. Drivers will not accept any changes to the route, except in emergency situations, unless the parents / legal guardians have it in writing and it is given to the driver at least 24 hours in advance.

Northeast South Dakota Head Start Program, Inc.

200 S Harrison Suite 1
Aberdeen South Dakota 57401
Telephone: 605-229-4506
Fax: 605-226-0196

Receipt of:

- Transportation Written Plan

I have read, understand and retained a copy of the above document.

Bus Driver Signature

Date

Transportation Manager Signature

Date