

Subpart F — Transportation

§1303.70 Purpose.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or On Going	Form Name
1303.70	Transportation Coordinator	Transp. Coord., HB Teachers, FAs, Family & Comm. Serv. Aide	Ongoing	<i>Transportation Request, Route Plan Transportation Agreement</i>

(a) **Applicability.** This rule applies to all agencies, including those that provide transportation services, with the exceptions and exclusions provided in this section, regardless of whether such transportation is provided directly on agency owned or leased vehicles or through arrangement with a private or public transportation provider.

(b) **Providing transportation services.**

(1) If a program does not provide transportation services, either for all or a portion of the children, it must provide reasonable assistance, such as information about public transit availability, to the families of such children to arrange transportation to and from its activities, and provide information about these transportation options in recruitment announcements.

(2) A program that provides 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.

PACT provides transportation for some program options at Beardstown, Camp Point, Pittsfield, and Macomb. Information is given to families about public transportation for West Central Mass Transit for Brown, Pike, Cass, Schuyler, and Scott counties and more info can be found at www.wcmttd.org. This information is found on the PACT brochure and it is given on the intake visit.

The PACT Head Start program has limited resources to meet transportation needs of participant. Staff for specific transportation assistance includes the Home Based Teachers, Family Advocates, and Family and Community Services Aide at the Central Office. Transportation is limited to provision of essential services (i.e. Medical and dental exams, health screenings, socialization activities, etc.) Means of transportation include staff vehicles and school buses owned and leased by PACT. For most activities, parents are encouraged to be responsible for themselves and their children. If families do not have their own transportation and no transporter is available from PACT, staff will refer the family to an applicable social service agency or other source for assistance. All staff may assist families with transportation needs with the exception of routine transportation to and from center based classes. Anytime a child or family needs transported by PACT staff, the staff member will complete a

Transportation Request form, including obtaining the parent's signature. After the staff member provides the transportation, the original form is sent to the Family & Community Services Coordinator. PACT only uses School Buses for routine Head Start transportation to and from center based classes. Appropriate restraints must be worn by all occupants and proper paperwork including transportation requests and emergency information must be completed and on board.

HEAD START CENTER BASED PROGRAM TRANSPORTATION

Transportation is not provided to Early Head Start children or the Head Start children in full day programs. The parents of these children will be responsible for transporting their children to and from the center.

If families in the full-day classrooms express a need for temporary transportation, PACT will provide bus service only if the pick-up point is on scheduled route and there is room on the bus and it does not interrupt class start times. Each full day family's transportation request must be approved by the Transportation Coordinator in writing by using the *Transportation Request Form* with box checked indicating need, before the family can receive transportation services.

Finding Directions

At the Intake Visit the Family Advocate will identify if there is a need for transportation to program services. All parents will complete the top half of the form *Transportation Agreement*. If bus transportation is needed the Family Advocate will complete the bottom half of the form. These include detailed directions to any pick-up or drop-off sites for the enrolled child. Directions need to have the center as the starting point and include street names and house numbers. *Transportation Agreements* are to be collected and given to the bus driver in charge of route planning. If finding directions change, the staff member who receives the information will update the form and notify other staff that need to know. (EHS/CB children do not receive regular transportation services.)

Transportation services are provided on a routine basis for all HS classrooms except for Full Day HS/CB and at the Carthage Center. This is stated in recruitment brochures and parents are informed when completing applications. PACT operates in a rural, sparsely populated area which makes transporting young children hard to do due to long routes. Transportation for classes is available within certain geographical locations for Pittsfield, Beardstown, Macomb, and Camp Point centers. Transportation for full day classrooms is assessed yearly and individually throughout the year. For any updates and new children affecting transportation, Family Advocate will give a copy to transportation staff.

TRANSPORTATION SUPERVISION

The Transportation Coordinator is responsible for overseeing the compliance of all transportation services, whether they are owned and operated by the agency or leased from other agencies or individuals, with all applicable requirements of this part. Timelines for compliance will be monitored and applied as indicated in Federal Guidelines. Home Base transportation services are exempt from this part, but when possible PACT will use the same standards for Home Based options as we do for Center Based options.

Comments About My Driving

PACT buses will all display a sticker with the Central Office phone number. The sticker will be in the rear driver's side window below the seat line. The decal will be white background with one inch black letters and numbers. The decal will be visible to motoring public and not obstruct any required lettering or numbers. Bus

drivers will be responsible for checking the condition of the sticker and requesting a new sticker from the Transportation Coordinator as needed for readability.

The Transportation Coordinator will be responsible for taking the comment about my driving report. There will be a written form used which will be filed in the transportation files under Supervision. The report will include details reported by the caller and call back information so action can be reported to the complainant. After the report is received the Transportation Coordinator will immediately call the bus driver designated in the report. The Transportation Coordinator will speak with the bus driver and, if applicable, the bus monitor to determine if immediate assistance or action is required. Information from the bus driver will be noted on the written report. After investigating the report and determining what action is necessary, the Transportation Coordinator will write a follow-up report to be filed in the Transportation files and sent to the complainant. The complainant must give an address in order to receive a response. The response will follow PACT Standard Operating Procedure Policies to ensure confidentiality of all persons involved. Response to the complainant will be made within three working days after the Transportation Coordinator receives the complaint.

Head Start Performance Standard number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1303.70 (3)	Transportation Coordinator, Transporters	Transportation Coordinator, Transporters	On going	<i>Accident Report</i>

(3) A program that provides transportation services must ensure all accidents involving vehicles that transport children are reported in accordance with applicable state requirements.

Emergency numbers specific to the areas covered on the bus route will be located on the front of each bus book for easy access.

BUS ACCIDENT REPORTING PROCEDURES

1. If a medical emergency should arise on the way to or from school, the Bus Driver will pull over and call (911) emergency medical service and central office. The Bus Monitor will administer first aide. The Bus Monitor will call (911) emergency medical service and Central Office, if the Bus Driver is rendered incapacitated.
2. In the event of an accident, the Bus Driver will call (911) and Central Office. The Bus Monitor is responsible for checking each child for injuries.
3. No students will be released unless told to do so by the PACT Director.
4. Notify the Central Office as soon as possible. Be prepared to provide the Director with the names of all the children and adults on the bus at the time of the accident, as well as any available information regarding extent of injuries. Know the location of the accident as well as the name of the hospital where injured are being transported.
5. If the accident resulted in loss of human life or a citation to the PACT driver for a moving traffic violation, a controlled substance test must be administered on the driver within 32 hours.

6. If federal, state, or local authorities perform the drug or alcohol test on the driver, the requirement has been met, provided PACT obtains the results of the test. If the officials do not test the driver, it is then the responsibility of PACT to have the test administered.
7. Except for receiving medical attention for themselves or for other injured persons, and for leaving the scene to notify proper authorities, drivers must make themselves available for post-accident testing. If drivers fail to make themselves available for the test, from either officials or PACT, that will be deemed as “refusal to submit” and appropriate penalties will apply.
8. Complete required accident reports
9. Drivers should not make statements to the media. Media personnel should be referred to the PACT Executive Director.

Site Supervisor Responsibilities

- 1) Gather information from the driver, including names of all children and adults on the bus at the time of the accident, extent of injuries, where injured are being transported for treatment, and location of accident.
- 2) Notify Executive Director
- 3) Assign staff to call families of all involved in the accident, including drivers, beginning with those who have injuries. Give staff information in writing to relay to families.
- 4) Go to either the accident location or the hospital where injured are being transported, whichever is most feasible.
- 5) Determine whether drug testing of PACT driver is required as a result of the accident and whether authorities are conducting the test. If a test is required and the authorities are not conducting one, call PACT’s drug testing contractor and arrange for testing to be done within 32 hours of the accident.
- 6) If there is human fatality in the accident or there is bodily injury requiring one or more persons to be transported to a medical facility and the PACT driver in the accident is issued a traffic citation, or one or more vehicles must be towed from the scene of the accident AND the school bus driver involved is issued a traffic citation, the accident must be reported to the Office of the Secretary of State , Driver Services Department, Safe Ride Unit, 2701 South Dirksen Parkway, Springfield, Il 62723, using Form SB-3.1 “Employer Notification Report” or by calling the Safe Ride Unit at (217) 782-7674 within one business day following the date of the accident.
- 7) When the Transportation Coordinator reports the accident to the Secretary of State, the following information must be provided:
 - The date, time, and location of the accident
 - The name and driver’s license of the school bus driver
 - The names and driver’s license numbers of the other drivers involved
 - Type of bus involved
 - How many children on board
 - Description of the accident
 - How many vehicles involved

- How many injuries or fatalities
- How many children were taken to the hospital
- were any citations issued and to whom
- were any vehicles towed
- Was a post-accident drug test conducted and have the results been released
- What were the road and weather conditions like at the time of the accident

More details are located in bus books section VI, titled “Accidents, Emergencies, Man-Made Disasters.” Every bus has its own bus book. Book is required to be on board every time the bus is used.

(c) Waiver.

(1) A program that provides transportation services must comply with all provisions in this subpart. A Head Start program may request to waive a specific requirement in this part, in writing, to the responsible HHS official, as part of an agency’s annual application for financial assistance or amendment and must submit any required documentation the responsible HHS official deems necessary to support the waiver. The responsible HHS official is not authorized to waive any requirements with regard to children enrolled in an Early Head Start program. A program may request a waiver when:

(i) Adherence to a requirement in this part would create a safety hazard in the circumstances faced by the agency; and,

(ii) For preschool children, compliance with requirements related to child restraint systems at §§1303.71(d) and 1303.72(a)(1) or bus monitors at§1303.72(a)(4) will result in a significant disruption to the program and the agency demonstrates that waiving such requirements is in the best interest of the children involved.

(2) The responsible HHS official is not authorized to waive any requirements of the Federal Motor Vehicle Safety Standards (FMVSS) made applicable to any class of vehicle under 49 CFR part 571.

§1303.71 Vehicles.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or On Going	Form Name
1303.71(a) (b) (c)	Transportation Coordinator	Transp. Coord. Teachers, FA	On going	Consumable Supplies Requisition Monthly Checklist Bus First Aid Checklist

(a) Required use of schools buses or allowable alternative vehicles. A program, with the exception of transportation services to children served under a home-based option, must ensure all vehicles

used or purchased with grant funds to provide transportation services to enrolled children are school buses or allowable alternate vehicles that are equipped for use of height- and weight-appropriate child restraint systems, and that have reverse beepers.

(b) Emergency equipment. A program must ensure each vehicle used in providing such services is equipped with an emergency communication system clearly labeled and appropriate emergency safety equipment, including a seat belt cutter, charged fire extinguisher, and first aid kit.

(c) Auxiliary seating. A program must ensure 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 paragraph (e)(2)(i) of this section.

PACT currently leases mid-size school buses from Southern Bus and Mobility which meet the standards described in above paragraph (a). PACT currently owns one mid-size school bus which meet the standards set in paragraph 1, 2 and 45 CFR 1310.2 (a) (b). Bid specs are reviewed by Transportation Coordinator, Executive Director, and Financial Officer to ensure proper safety standards are met. HB EHS is exempt from these standards, but PACT maintains and uses buses capable of meeting the same standards for HB as required for other program options.

Cell Phone Procedures

Each bus driver will be assigned the use of a cellular phone to use when transporting PACT families. Phones are to be used for emergency and transportation issues only. Bus cell phone numbers will be posted where Teachers can have access as needed. Numbers will also be posted by the check-out board in the Central Office. Emergency numbers will be posted on the cover of the bus book. A sign indicating the location of the phone and emergency numbers will be posted at the front of the bus. In no event should any cell phone including texting or other electronic device be used while driving or operating equipment. The bus monitor is responsible for operating the cell phone while on the bus. If there is no bus monitor on the bus, the driver should not make or receive calls while stopped at traffic lights, stop signs, or other locations that are part of the travel pattern. Drivers must make and receive calls from a safe location and parked position. Incoming calls should be picked up by the voice mail function and retrieved only as stated above. Texting is only allowed for agency business. No personal texting is allowed on agency cellphones.

Public Act 096-1066 Section 12-816

Illinois State Law states the policy and procedure shall, at a minimum, require the school bus driver (i) to test the cellular radio telecommunication device or two-way radio and ensure that it is function properly before the bus is operated. The driver will document on the pre-trip log.

No Cell Phone Service Area

When the bus is in an area that an emergency occurs and the cell phone does not work the Driver will need to stay with the children in a safe location. The Bus Monitor will walk to a nearby home/business and call for assistance.

Safety Equipment

All vehicles used in the transportation of children will have a fire extinguisher charged and properly mounted near the driver. Fire extinguishers are checked monthly by the transporter and yearly by the proper officials. A sign indicating its location will be mounted at the front of the bus. Each bus will also have emergency warning triangles properly mounted near the driver. Other emergency equipment included on the *monthly checklist* and properly stored on each bus will include; a blanket, flashlight, and clean-up kit.

First Aid Kit

Each vehicle used in the transportation of children will have a complete first aid kit. The inventory list will be located in the kit and on the observation form and *monthly checklist*. The *Bus First Aid Checklist* retained in the first aid kit will be completed. The kit will include all required DCFS items. The kit will be located near the driver’s seat and a sign indicating its location will be mounted at the front of the bus. Drivers will check contents monthly and be sure it is on board daily. Contents will be replaced as needed by requesting items from the Site Supervisor or Central Office using *consumable supplies requisition*. The Transportation Coordinator will check first aid kit location and supplies every time a formal observation is done.

Seat Belt Cutter

All buses will have two seat belt cutters available for use in an emergency. Drivers and bus monitors will receive training on their use as needed. Cutters will be mounted out of children’s reach near the driver and the second one at the back of the bus out of the reach of children. A sign indicating the location of the cutters will be mounted at the front of the bus.

All safety equipment will be listed on the observation form and *monthly checklist*. This will help to ensure the presence and safe operation of equipment is adequately checked.

PACT buses do not have auxiliary seating. If in the future such seating is purchased for any of the vehicles used in transportation services, it will be built into the vehicle as part of its standard design. All seating is inspected by a licensed inspector as part of the bus inspection twice annually. Bus drivers also inspect seating daily as part of the pre-trip. Monthly bus safety checklists, including seat inspections, are completed on all vehicles.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or On Going	Form Name
1303.71(d)	Transportation Coordinator	Transportation Coordinator	On Going	

(d) Child restraint systems. A program must ensure each vehicle used to transport children receiving such services is equipped for use of age-, height- and weight-appropriate child safety restraint systems as defined in part 1305 of this chapter.

Definition: A Child Restraint System means any device designed to restrain, seat, or position children who weigh 50 pounds or less which meets the requirements of Federal Motor Vehicle Safety Standard, Child Restraint Systems, 49 CFR 571.213.

At this time all buses are equipped with integrated 5 point harnesses. Buses are also equipped to be able to install child restraint systems such as car seats or harnesses appropriate for the height and weight of enrolled children. Only car seats which have been checked for recall and are federally approved and properly installed will be used

in transporting children. Every passenger is required to be restrained by appropriate device before vehicle moves. Appropriate child restraints PACT employs include: Car seats, which meet FMV safety standards and integrated bus seats.

Car Seat Recommendations for Children:

PACT will comply with all state and federal laws regarding car seat recommendations. Under the guidelines issued by the National Highway Traffic Safety Administration they recommend to keep children in each restraint type, including rear-facing, forward-facing, and booster seats for as long as possible. To maximize safety, children should be kept in car seats for as long as possible if the child's age and size fits within the manufacturers' recommended height and weight requirements. All car seats must meet federal child restraint safety standards.

The information below is from www.Cyberdriveilinois.com; Titled: Child Passenger Safety Requirements

Illinois Child Passenger Protection Act

The Child Passenger Protection Act requires that all children under age 8 be properly secured in an appropriate child safety restraint system. This includes the use of booster seats, which must only be used with a lap/shoulder safety belt. If the back seat of the vehicle is not equipped with lap/shoulder type safety belts, a child weighing more than 40 pounds may be transported in the back seat without a booster seat, secured with a lap belt only.

Child Safety Seat Guidelines

As of January, 1, 2019 the Child Passenger Protection Act is amended to include the requirement for children under age 2 years to be properly secured in a rear-facing child restraint system unless the child weighs 40 or more pounds or are 40 or more inches tall. Always read and follow the child safety seat and vehicle manufacturer's instructions for installation and height/weight guidelines.

Newborn-2 years

Effective Jan. 1, 2019, Illinois law will require children under age 2 to be properly secured in a rear-facing child restraint system unless they weigh more than 40 pounds or are more than 40 inches tall. Children must remain rear-facing until age 2.

Children riding rear-facing may use a rear-facing only car seat or a convertible car seat installed rear-facing. Always follow the car seat manufacturers harnessing instructions and height and weight limitations for a rear-facing installation.

- Never install a rear-facing safety seat in front of an active airbag.
- Follow the recline indicator for rear-facing installation.
- The child's head may need at least 1 inch or more below the top of the safety seat when rear-facing.
- Use the harness straps/slots at or below shoulder level when rear-facing.
- Harness straps must be snug on the child; the harness clip should be at armpit level.

Ages 2-4

Children should remain in a rear-facing safety seat for as long as possible, or until they are at the upper

height or weight limit of the seat. When a child outgrows a rear-facing safety seat, he or she may transition to a forward-facing seat with a harness system.

- Use the internal harness system until the upper height or weight limit is reached.
- Use harness straps/slots at or above shoulder level when forward-facing.
- Harness straps must be snug on the child; the harness clip should be at armpit level.
- The top of the child's ears should not be above the top of the car seat when forward-facing.

Ages 4-8

Children should be secured in a forward-facing safety seat with an internal harness system until they reach the upper height or weight limit allowed by the car seat manufacturer. When a child outgrows the forward-facing seat, he or she may transition to a belt-positioning booster seat.

- Booster seats must be used with the vehicle's lap and shoulder belt, never just a lap belt.
- The lap belt should lie low across the upper thighs, not the stomach. The shoulder belt should rest snugly across the shoulder and chest, not across the neck or face.
- The top of the child's ears should not be above the top of the back of a booster seat with a back.
- If using a backless booster seat, the vehicle's head restraint must be positioned properly.
- Secure the booster seat with the vehicle's seat belt when not in use.

Ages 8-12

Children should stay in a belt-positioning booster seat until they are tall enough to properly fit in an adult lap/shoulder belt.

- The vehicle lap belt must lie low across the upper thighs, not the stomach. The shoulder belt should rest snugly across the shoulder and chest, not across the neck or face.
- The child's back and hips should be against the back of the vehicle seat, without slouching.
- Knees should bend easily over the front edge of the vehicle seat with the feet flat on the floor.

Child Passenger Safety Tips

- Keep children in rear-facing safety seats as long as possible.
- Keep children in the back seat at least through age 12.
- Never place a rear-facing safety seat in front of an active airbag.
- A used safety seat may not be safe unless you know the history of the seat and all labels, parts and instructions are present.
- Always register your safety seat with the manufacturer so you can be notified of recalls.
- Do not use a safety seat that is more than six years old or past the expiration date stamped on the seat.
- Non-regulated products such as toys attached to the safety seat, mirrors, window shades and belt tightening tools are not recommended unless the safety seat manufacturer allows their use.
- All objects in the vehicle should be stowed in the trunk or tied down, as they can become projectiles if a crash or sudden stop occurs.

Car Seat Expiration Dates

Car seat expiration dates are tracked by the Site Supervisor at centers and Home Base Teachers at sites. Car seats are reported on the inventories by their expiration dates. When a car seat is nearing the expiration date, contact the Transportation Coordinator to have the seat replaced. The expired seat will be returned to the Central Office to be used for training. Do not give, loan, or throw away the seats.

These guidelines are to be followed by staff when transporting children in any vehicle including the buses.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or On Going	Form Name
1303.71(e)	Transportation Coordinator	Transportation Coordinator, Transporters	On Going	Bus Inspection Pre-Trip Vehicle Log

(e) Vehicle maintenance.

(1) A program must ensure vehicles used to provide such services are in safe operating condition at all times.

(2) The program must:

- (i) At a minimum, conduct an annual thorough safety inspection of each vehicle through an inspection program licensed or operated by the state;**
- (ii) Carry out systematic preventive maintenance on vehicles; and,**
- (iii) Ensure each driver implements daily pre-trip vehicle inspections.**

Vehicle Safety Requirements

All staff providing transportation for program activities are required to observe the following safety guidelines:

1. No vehicle will transport more passengers than the manufacturer’s maximum seating capacity of the vehicle.
2. Seat belts or appropriate restraints for each passenger and the driver shall be provided and used whenever the vehicle is in motion.
3. All children two and under must be in rear facing car seats.
4. All vehicles used must be insured to minimum limits of \$50,000/\$100,000 bodily injury liability and \$50,000 property damage liability.
5. When transporting children, doors are to be kept locked.
6. Drivers must have a valid Illinois driver’s license and operate the vehicle in accordance with all applicable laws.
7. Vehicles must be in safe working order.

Public Act 096-1066 Section 12-816

Illinois State Law states the policy and procedure shall, at a minimum, require the school bus driver (i) to test the cellular radio telecommunication device or two-way radio and ensure that it is function properly before the bus is operated. The driver will document on the pre-trip log.

MAINTENANCE OF VEHICLES

(DCFS Risk Management Plan)

Bus Maintenance and Transportation Procedures

The Transportation Coordinator is responsible for overseeing maintenance of program vehicles and ensuring that safety and reliability standards are maintained. Routine Maintenance Schedule

The Transportation Coordinator and Center Based Bus Drivers are responsible for monitoring the due dates for routine maintenance on the bus they drive. This includes:

- ❖ Bus inspections to be completed every six month
A licensed qualified technician does the pre-inspection, checks all systems then takes the bus to the Examination Center for inspection. An inspection form including what was checked, odometer reading, and date are kept at the Inspection Center and a copy is given to PACT.
- ❖ Brake Inspections to be completed annually. A licensed inspector is used and original form is kept at the Inspection Center with a copy given to PACT
- ❖ Oil changes to be completed every five months or 5,000 miles in buses using synthetic oil.
- ❖ Oil changes to be completed every 3,000 miles on buses owned by PACT.
- ❖ Cleaning bus including washing inside and out every other month or more often if needed.
- ❖ This includes cleaning of CSRs (child safety restraints) weekly, sanitizing railings daily, and wipe down seats and wash windows weekly.
- ❖ Inspecting child safety restraints (CSR) monthly.

The Transportation Coordinator will keep a master copy of all regular maintenance on all buses of the PACT fleet. Inspections are completed twice yearly (every 6 months). One will include a full wheel pull. These will occur in June and December and be completed by Southern Bus Mobility. The bus driver will schedule the routine maintenance if they have not already done so. The bus driver will also call the Transportation Coordinator with the date of the scheduled maintenance. If any non-routine maintenance is required prior approval must be received from the Transportation Coordinator. If the Driver needs assistance in scheduling maintenance on their bus, they can request it from the Transportation Coordinator. The bus driver should always make a copy of receipts and inspections for their maintenance file on site. Log the maintenance on the *Vehicle Maintenance Log* form. All original receipts and inspection forms are to be mailed to the Central Office attention of Transportation Coordinator. The Transportation Coordinator will forward to Fiscal Department for payment and copies of inspections will be filed in Transportation Maintenance at Central Office.

Non-Routine Maintenance

When Transportation staff complete *Pre-Trip* or *Post-Trip Inspection* (post is located on trip log) forms and observe any vehicle maintenance problems, they must immediately notify the Transportation Coordinator and document the problem on the *Inspection Report*. The Transportation Coordinator will make a determination as to whether or not the problem is one that must be immediately repaired or could be scheduled at a later date. At no time will any vehicle be operated with a maintenance problem that could affect the safety of children, family members, or staff. Center Based Transporter is responsible for notifying the Transportation Coordinator of maintenance needs, scheduling repair appointments, getting cost estimates, and giving the estimates to the Transportation Coordinator in writing. When repairs are made, the odometer reading, the date, and the nature of the repair are noted on the appropriate maintenance log by the CB Transporter. The vehicle log is copied monthly and the copy sent to the Transportation Coordinator at the Central Office.

Transportation Procedures

1. Any staff driving a school bus must possess a valid Illinois School Bus Driver's Permit.
2. Each day before beginning transportation route, the staff member transporting must complete a *Pre-Trip Inspection* form on the bus. These forms are kept on the bus for 30 days, and then filed in Central Office.
3. After each day's transportation a *Post-Trip Inspection* is completed for the bus.
4. At the end of each day or as needed to keep fuel tank half full, the bus is to be taken to a local, designated source for refueling. If a Center Based Transporter does not drive enough miles every day to need to fill up with gas, they may discuss this with Supervisor and fill up with gas on a routine basis as needed. The driver signs the gas receipt and attaches a copy to the *Trip Log*.
5. Every driver must complete a *Trip Log* form any time they use the bus. The report includes purpose of trip, the amount of gas, cost of oil, number of miles, etc. After the *Trip Log* is completed, it along with the appropriate gas receipt is submitted to the Financial Officer for payment.
6. If the last day of the month ends on a week day, the driver must complete the trip log, attach appropriate receipts, and submit to the Financial Officer for payment. A new trip log will be needed to be completed for the remainder of the week, which will be submitted to the Financial Officer for payment.

All paperwork will come to the Central Office to the attention of the Transportation Coordinator. Transporters will keep copies of receipts of repairs to be filed in bus maintenance log.

BUS WASHING PROCEDURE

1. A check will be issued to each PACT Bus Driver in August of each year.
2. The check will be made out to the Bus Driver and the check will indicate this is for washing PACT buses.
3. The check will be for no more than \$15.00.
4. A money bag will be supplied to keep the money and reconciliation forms in. This should be kept some place that is locked and no other staff has access to. The Bus Driver will be held responsible if there are any discrepancies with the Bus Washing money.

5. Very important: At all times your receipts + the cash in your moneybag must equal your total moneybag allotment! No loans/borrowing from the bag is allowed. This includes no borrowing from other Bus Driver's bags as well.
6. The buses must be washed at least once a month. During the winter months, it may be necessary to wash the buses every other week due to salt being used on the roads.
7. The driver will need to complete the Bus Washing Reconciliation form monthly, but no later than every two months. This form is used when more money is needed.
8. At the end of the school year, the driver will reconcile and turn in the remaining money and reconciliation form to their supervisor. The supervisor will forward the money and reconciliation forms to the Financial Officer.
9. If there are any discrepancies the Bus Driver will need to call the Financial Officer immediately.
10. Any Management member has the right to verify that between the number of receipts and the cash remaining the money bag adds up to \$15.00.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1303.71 (f)	Transportation Coordinator	Transportation Coordinator, Financial Officer, Executive Director	Ongoing	

(f) New vehicle inspection. A program must ensure bid announcements for school buses and allowable alternate vehicles to transport children in its program include correct specifications and a clear statement of the vehicle's intended use. The program must ensure vehicles are examined at delivery to ensure 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.

Bid specifications are placed and reviewed by the Financial Officer, Transportation Coordinator, and Executive Director. A clear statement of intended use will be included.

At the time of delivery of new buses the Transportation Coordinator will be present to ensure the buses are examined and meet all bid specifications and that the manufacturer's certification with applicable FMVSS is included.

§1303.72 Vehicle operation.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or On Going	Form Name
1303.72 (a)	Transportation Coordinator	Transporter Bus Monitor Family Advocate HB Teacher Site Superv.	Ongoing	Release of Children Bus Arrival Departure List Bus Monitor checklist

(a) Safety. A program must ensure:

- (1) Each child is seated in a child restraint system appropriate to the child’s age, height, and weight;**
- (2) Baggage and other items transported in the passenger compartment are properly stored and secured, and the aisles remain clear and the doors and emergency exits remain unobstructed at all times;**
- (3) Up-to-date child rosters and lists of the adults each child is authorized to be released to, including alternates in case of emergency, are maintained and no child is left behind, either at the classroom or on the vehicle at the end of the route; and,**
- (4) With the exception of transportation services to children served under a home-based option, there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary.**

OPERATION OF VEHICLES

All children are currently required to be seated and restrained in an appropriate child restraint system while vehicle is in motion. The bus monitor, bus driver, or volunteer checks the children’s restraints to be sure they are properly tightened and fastened before starting or continuing the route. Children are reminded verbally to not remove their restraints until the vehicle stops completely. All new vehicles purchased will include Child Restraint Systems which meet all Federal and State regulations.

Bus driver and monitor are responsible for checking all aisles, doors, and emergency exits for obstruction. This is done before beginning all routes and continues while vehicle is in route. If baggage is transported in the passenger section of the bus it will be secured out of all exits and aisles. If children have book bags, etc. they will keep these on their laps and out of the aisles or if in the event that the driver collects the book bags, the bags or other items will be kept in a properly secured box or basket.

SB 0166 Public Act 95-0260

Illinois State Law requires that each school district and contractor in Illinois to have a policy in place that requires the driver shut off the ignition, activate the interior lights and walk to the rear of the bus to check for children still on board.

Child Alert Systems

Bus Buzzers or Child Alert systems are installed in all PACT buses. This buzzer reminds Transporters to “walk” the bus. The driver must shut off the ignition, activate the interior lights, walk to the back of the bus and deactivate the Child Alert System. While they return to the front of the bus, transporters check in and under every seat to be sure there are no children still on board. Drivers initial the bus arrival and departure checklist to document they checked for children on- board before exiting the bus. The driver is the last person to leave the bus at the end of each route.

Final Walk Through

The Bus Monitors will do a walk through after the final child is dropped.

On final inspection the driver will activate the interior lights of the bus to assist the driver in seeing in and under the seats during the visual sweep of the bus for a second walk through.

Seating Arrangements

All Center Based Transporters will establish a seating chart for their regular routes. This chart will be used at all times. The chart will be in their folder with children’s emergency and release forms. Children will learn to find their own seat with the aide of visual cues such as their names. Updates will be recorded and sent to transportation supervisor monthly.

Center Based Bus Arrival and Departure Checklist

The bus monitor or bus driver is responsible for completing the *Center Based Bus Arrival and Departure Checklist* on each route. As each stop is made, the bus monitor will put a check mark in the “PU” (pick-up) column if the child gets on the bus. The Bus Monitor will mark an X in the column if the child does not ride the bus.

When a child is not riding, if the parent comes to the bus and says why the child is not coming to school, a note should be made by the monitor in the note section of the checklist. The Teacher will check the note section each day and document reasons for absences in Child Plus.

After the last child is picked up, the bus monitor fills in the total number of children riding at the bottom of the column. When the bus reaches the center, the monitor counts the children as they exit the bus to be sure the head count and the total matches. The count is communicated to appropriate staff.

The clipboard is given to the Teacher or hung in a designated spot at the center. During the class period, if a child who rode the bus leaves the center by another means and will not be riding home on the bus, the Teacher or Teacher Aide makes a note in the note section of the checklist and puts X, in the “DO” (drop-off) column for that day.

When it is time for the children to return home, the bus monitor retrieves the clipboard and counts the number on the checklist that will be riding home. As children board the bus, the monitor does a head count to ensure the head count matches the number on the checklist.

During the route home, as each child is dropped off, the monitor places a check mark in the “DO” column. At the end of the route, the monitor reviews the checklist to be sure all children are accounted for. Bus monitor

checklists are filed weekly in Site Supervisors' files. Reviewed by supervisor as part of observation at least twice yearly.

Release of Children

A copy of the *Release of Child* form for each child will be kept on the bus while transporting children. A child will be released **only** to adults listed on that form. Parents are informed of this procedure. They are also informed they should come out to the bus to assist their child off the bus. At a minimum, the adult who the child is released to must be visually identifiable. If no adults listed on the *Release of Child* form are at the drop off point, the no-one home procedure on page 26 will be followed. If the bus driver or monitor doesn't know the adult who comes to the bus, the driver must ask for a picture ID before releasing the child. The ID must match the person's physical appearance and one of the names on the release form. If the child is released to someone other than the parent or guardian, in accordance with parent's written instructions, the date, time, and person's name will be noted on the *Center Based Bus Arrival and Departure Checklist*. This includes babysitters and pre-school teachers.

Release forms are completed and updated by Family Advocates or Home-Based teachers. Copies are given to appropriate transporter and kept in children's files or folders. These records are on board vehicle every time children are transported and are removed nightly to preserve confidentiality.

Bus Monitor

PACT provides a staff member or volunteer to serve as the monitor for all regular center based routes. The Transportation Coordinator is responsible for training staff bus monitors. Parent and community volunteers who will be monitoring on a consistent basis are trained by the Transportation Coordinator.

Duties of the bus monitor include:

- 1) Personally following all bus rules.
- 2) Ensuring children follow all bus rules, including wearing seat belt.
- 3) Completing *Center Based Bus Arrival and Departure Log* .
- 4) Helping children buckle and unbuckle their restraints.
- 5) Taking a head count of children as they unload and reload at the center site.
- 6) Assisting the bus driver to ensure no child is released to anyone other than those named on the *Release of Child* form
- 7) Monitoring cell phone, incoming and outgoing calls
- 8) Final walk through

As stated in the bus rules all occupants on PACT buses while the bus is in motion will be restrained in appropriate restrain systems for their height and weight. Bus monitors are exempt from this rule if they are in the act of assisting a child. Bus monitors will wear seat belts when not helping children.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or On Going	Form Name
1303.72 (b) (c)	Transportation Coord. Personnel Manager	Transportation Coordinator Transporter Bus Monitor	On-going	

(b) Driver qualifications. A program, with the exception of transportation services to children served under a home-based option, must ensure drivers, at a minimum:

- (1) 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 operating; and,
- (2) Meet any physical, mental, and other requirements as necessary to perform job-related functions with any necessary reasonable accommodations.

(c) Driver application review. In addition to the applicant review process prescribed §1302.90(b) of this chapter, a program, with the exception of transportation services to children served under a home-based option, must ensure the applicant review process for drivers includes, at minimum:

- (1) Disclosure by the applicant of all moving traffic violations, regardless of penalty;
- (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;
- (3) A check that drivers qualify under the applicable driver training requirements in the state or tribal jurisdiction; and,
- (4) After a conditional employment offer 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.

DRIVER QUALIFICATIONS

All Bus Drivers and Bus Monitors (not sub Bus Monitors) for PACT are required to have a valid CDL bus driver's permit which is in the same class as the vehicle they drive. This permit is renewed yearly. To obtain this permit drivers are required to pass a physical exam, performed by a licensed doctor of medicine, a drug screening, criminal background check, and a check of applicant's driver's record through the Secretary of State. Applicants must take a certified copy of their birth certificate and a letter of intent to hire to Secretary of State during the licensing process. The Personnel Manager is responsible for the hiring process of Transporters. Job Simulations are established and applicants complete one before being offered a position. The Transportation Coordinator is responsible for the training of the new drivers and bus monitors. Detailed Job Descriptions and Qualification requirements are located in the Standard Operating Procedures Manual for drivers and bus monitors in addition to

the web site at www.pactheadstart.com. A Training Outline with all specific background checks listed is reviewed with the applicant at time of application.

In the event of using a contractual driver the Transportation Coordinator is responsible for assuring that current CDL bus driver’s permit, physical exam, drug screening, criminal background check, and driver’s record through the secretary of state are on file.

Copies of Bus Drivers’ CDL license will be filed at the Central Office in their Personnel files and with the Transportation Coordinator in the drivers’ personal files. Each licensed driver is responsible for sending a copy of any new or updated license to the Central office for filing.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or On Going	Form Name
1303.72 (d) (e)	Transportation Coordinator	Transportation Coordinator Health Coordinator Family and Community Services Coordinator Personnel Manager	ongoing	Release of Child

(d) Driver training.

(1) A program must ensure any person employed as a driver receives training prior to transporting any enrolled child and receives refresher training each year.

(2) Training must include:

(i) Classroom instruction and behind-the-wheel instruction sufficient to enable the driver to operate the vehicle in a safe and efficient manner, to safely run a fixed route, to administer basic first aid in case of injury, and to handle emergency situations, including vehicle evacuation, operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints, conduct routine maintenance and safety checks of the vehicle, and maintain accurate records as necessary; and,

(ii) Instruction on the topics listed in §1303.75 related to transportation services for children with disabilities.

(3) A program must ensure the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance.

(e) Bus monitor training. A program must train each bus monitor before the monitor begins work, on child boarding and exiting procedures, how to use child restraint systems, completing any required paperwork, how to respond to emergencies and emergency evacuation procedures, how to use special equipment, child pick-up and release procedures, how to conduct and pre- and post-trip vehicle checks. Bus monitors are also subject to staff safety training requirements in §1302.47(b)(4) of this chapter including Cardio Pulmonary Resuscitation (CPR) and first aid.

DRIVER AND BUS MONITOR TRAINING

New drivers receive a minimum of four hours of behind the wheel training prior to transporting children. They are also required by state to attend a full day or two half days of initial bus driver's training offered through the R.O.E. (Regional Office of Education). A test is administered which drivers must pass in order to continue training process and be hired for transporting children. The bus driver training includes the following:

- safe and efficient operation of the vehicle
- safely running a route including; loading and unloading children, stopping at RR crossings, and performing other specialized maneuvers such as parking and backing.
- basic first aid procedures
- operation of special equipment including wheel chair lifts and special occupant restraints
- how to handle emergency situations including proper evacuation procedures
- how to conduct routine maintenance checks and vehicle safety check

Complete training plans for transporters, including Bus Monitors, are located in the New Staff Training Manual. Upon completion of all training, agendas are filed in each staff's personnel file. Training includes:

- Review of job description, observation forms, evaluation form
- Time to read Work Plans which includes Performance standards for transportation of children with disabilities
- Forms training including pre and post trip and route plans
- Bus safety drills and first aid materials
- basic First Aid and Universal Precautions
- child abuse and neglect reporting procedures
- understanding and philosophy of Head Start

Drivers and Bus Monitors receive training throughout the year at Staff Meetings and are given the opportunity to attend workshops and outside agency training.

Refresher Training is required yearly for all transporters and is given by the R.O.E. PACT pays for the training and assists drivers in locating training near them. Proof of completion of training is filed in driver's files in the Transportation Coordinator's office. This refresher training includes topics listed in paragraphs (b) and (c) of this section and any other training needed to meet the requirements for retention of appropriate CDL license.

Observations and Evaluations

Transportation Coordinator will observe and evaluate transportation personnel at their center.

Observations of Bus Drivers and Bus Monitors includes one on-board observations for new driver's and monitors completed within the six month probationary period and two on-board observations for Bus Drivers and Bus Monitors on permanent status. These are reviewed with the staff and any problems are addressed and goals made.

Bus Driver Responsibilities

The bus driver is responsible for:

- 1) Following all applicable driving and traffic laws and regulations at all times when operating the bus. This includes keeping aisles clear at all times whether children are on board or not.
- 2) Walking the bus after unloading children at the center and again when returning from the drop-off route to ensure that no child is left on the bus.
- 3) Ensuring that no child is released to anyone except those named on the *Release of Child From the Center* form.
- 4) Ensuring that all children are seated and buckled in before the bus moves.
- 5) Conducting a bus drill (emergency exit) during the first 30 days of class and twice more during the year.
- 6) Informing the Teacher/Site Supervisor if a decision is made to change the bus route so parents can be informed.
- 7) Knowing the bus route well prior to beginning classes in the fall.
- 8) The bus routes planned by the driver in consultation with appropriate Supervisor, must be written down (for both the pick-up and drop-off routes) with addresses, in such a way that a substitute driver can easily follow the written instructions.
- 9) Following PACT procedures when no one is home to receive a child or an emergency occurs.
- 10) Following Standards of Conduct Policy.
- 11) Notifying the Teacher if a situation arises with a family not following transportation rules.
- 12) Attending center team meetings as required by their Supervisor.

§1303.73 Trip routing.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or On Going	Form Name
1303.73	Transportation Coordinator	Transporter, Site Superv., Teachers	Ongoing	

(a) A program must consider safety of the children it transports when it plans fixed routes.

(b) A program must also ensure:

(1) The time a child is in transit to and from the program must not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical;

- (2) Vehicles are not loaded beyond maximum passenger capacity at any time;**
- (3) Drivers do not back up or make U-turns, except when necessary for safety reasons or because of physical barriers;**
- (4) Stops are located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle;**
- (5) When possible, stops are located to eliminate the need for children to cross the street or highway to board or leave the vehicle;**
- (6) Either a bus monitor or another adult escorts children across the street to board or leave the vehicle if curbside pick-up or drop off is impossible; and,**
- (7) Drivers use 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.**

TRIP ROUTING

CB Route Procedures

Prior to the beginning of classes in the fall, Center Based Transporters will develop a route schedule for all pick-ups and drop-offs in consultation with the Transportation Coordinator. Routes are planned and timed to ensure that no child is on the bus longer than one hour on a regular basis for a fixed route. Drivers “run” routes at beginning of program year without the children to work out approximate pick up and drop off times. Drivers note the actual pick up and drop off times on route plans the first week of classes. These records will be copied for the Site Supervisor and Transportation Coordinator. The Transportation Coordinator will check for length of time children are on the bus. Transporters will make copies of the route schedules for the Site Supervisor, Teachers, and Transportation Coordinator. Buses may not be able to pick up a child at their door if the driveway is a safety risk. The Transportation Coordinator and bus driver will make safe arrangement for pick up. Bus drivers are to follow written routes at all times. They may deviate from written routes only in case of emergency or road closings. Alternate routes due to road conditions not being safe for travel will be chosen using the following criteria: Driver will use personal knowledge and road maps to plan alternate route. The alternate route will not require unnecessary backing up, “U” turns, traffic disruptions, or the need for child to cross the street.

Route plans will state when and where backing up is necessary. The route plan from will also show if any child has to cross the street to get to or from the bus.

Report all changes to the Site Supervisor and the Transportation Coordinator immediately. Route plans must include child and parent’s names, street address, house number, phone number, and written in such a way that a substitute bus driver could easily follow the plan. When there is a permanent route change, the driver is responsible to notify families. When the change is due to a shortage of drivers, subs, bus maintenance issue, etc, the bus driver will inform the Site Supervisor or Teacher. The Site Supervisor or designee will use the bus route schedule to notify families.

If changes in family situations occur (i.e. moving, Spring Break, etc.), after the route has been established, it may not be possible for the bus to continue transporting a child. If a child enrolls after bus routes are established, all attempts will be made to provide transportation, however, the parent may be asked to establish a pick up point or transport their child to the center.

Route Safety for Center-Based

All routes will be planned and monitored for hazards using *Road Hazard Checklist*. This checklist will identify such hazards as poor visibility, railroad crossings, curves, narrow roads, etc. When planning routes, if at all possible, the child will be picked up and dropped off on the same side of the street as their home so they will not be required to cross the street. If the child must cross the street due to circumstances beyond PACT's control, an adult will accompany the child. It is PACT's policy to pick-up and drop-off children at the curb closest to their home or place of being picked up or dropped off. If this is a safety concern or will cause undue traffic disruptions, another place of pick-up will be discussed and chosen with the parent's consent.

Routes will be planned so that if at all possible no "U" turns or backing is required. In some instances this will not be feasible due to physical barriers, but these should be kept to a minimum. In the case of alternate routes needing to be temporarily used, the driver will follow all the same determinations in choosing a new route. Under no circumstances should an unsafe route be taken. This would include one where ice or water build up was present, road was closed, etc. If the alternate route will cause a time change of more than 10 minutes to normal pick-up or drop-off times, the driver should call the center or Central Office to communicate this change.

Bus Capacity

Bus capacity is located at the front of each bus in letters 2" high. The bus monitor or driver will count the passengers and check the number with posted bus capacity. Buses will never be loaded beyond the maximum number.

Early Dismissal & Class Cancellations

When threatening weather occurs while socializations or classrooms are in session, it may be necessary to dismiss the socialization or class early in order to get children home before road conditions deteriorate. If this occurs, the Transporter or Teacher is responsible for phoning the Transportation Coordinator and informing her of the situation. If the decision is made to dismiss, either the Teacher, Site Supervisor, Family Advocate, or Clerical staff will need to call parents or babysitters to let them know of the early dismissal and ensure that someone will be home to receive the children.

If the local school district cancels school due to inclement weather there will be no transportation service. The classroom will stay open and parents can transport children, if possible. If the parent cannot transport the child due to the weather this is an excused absence. If the driver is concerned about road conditions, he/she should let the site supervisor know. Decisions regarding early dismissal will be made by the Transportation Coordinator and/or the Executive Director, in consultation with the Teacher and Site supervisor. If this decision affects coordinated transportation with school districts, the Transportation Coordinator will call the school districts.

Emergencies

If an emergency such as bus accident, bus break-down, fire, etc, should occur, the driver is responsible for following procedures for accidents, fire, etc. as outlined in the State Department of Transportation training received at the time of licensure and yearly thereafter. As soon as possible during those procedures, the driver should call or instruct emergency personnel to call the Head Start center or the Central Office.

In the case of a bus break-down en-route, the Head Start center must be notified as soon as the driver or monitor can call, so that alternative plans can be made for getting the children home or to the center.

Field Trips

When field trips are scheduled during a driver's regular break time, this is to be included on the field trip plan. Drivers will not leave the general area. Drivers can sit on the bus or at another location near-by during their break time.

When scheduling field trips, Teachers will need to talk with the driver. Two weeks notification is needed for scheduling. The Teacher will notify the Transportation Coordinator of the dates, times, location, and number of buses needed. Field trips for ½ day classes should be scheduled during their regular class times. Field trips for full day will need to be scheduled on Fridays. Centers without transportation, the Teacher will need to contact the Transportation Coordinator to schedule the field trips and Kindergarten Day at least two weeks in advance and the field trips will need to be scheduled on Fridays.

Class Schedule

PACT will provide each bus driver and the bus contractor with a program calendar in the fall. The Teacher is responsible for notifying the driver of any changes in class schedules.

§1303.74 Safety procedures.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or On Going	Form Name
1303.74	Transportation Coordinator	Transporter, Teachers, FAs	Ongoing	Pedestrian Safety Bus Drill

(a) A program must ensure children who receive transportation services are taught safe riding practices, safety procedures for boarding and leaving the vehicle and for crossing the street to and from the vehicle at stops, recognition of the danger zones around the vehicle, and emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.

(b) A program that provides transportation services must ensure at least two bus evacuation drills in addition to the one required under paragraph (a) of this section are conducted during the program year.

SAFETY EDUCATION

Formal training on bus evacuations and pedestrian safety will be scheduled by teachers using the following time frames, found in Safety Training Guide under Safety Activities.

EHS Home Based-SA #2,9,13, & 19-pedestrian safety only.

EHS Center Based-pedestrian safety, bus drill before field trip, if applicable.

HS Center Based-within the first 30 days of class starting, November, and March- *pedestrian safety, bus drill.*

Family Advocates and Home Base Teachers will train Pedestrian Safety to the parents during the intake visit to meet the within 30 days standard requirement.

Teachers will schedule the bus evacuation drills and notify the appropriate Transporter and Site Supervisor one week prior to the scheduled date. Teachers need to document the bus evacuation drill and pedestrian safety on their lesson plans. Transporter will complete a *Bus Evacuation Drill* form. Teachers will sign the form, document pedestrian safety and original will be mailed to the Transportation Coordinator within one week of the drill. The Transporters are responsible for the on the bus evacuation procedure, definition and education of danger zones around the bus, proper loading and unloading and safe riding practices. Handouts on bus/pedestrian safety will be given to parents following the Handout distribution timelines.

At centers where bus transportation is not provided, prior to transporting children for field trips the driver will complete a bus drill.

EHS: Center Based, Early Head Start Home Based

EHS Center Based children, parents and staff will participate in bus safety evacuation drills during field trips when the bus is used for transportation. All parents, children, and staff present are expected to participate in the safety drill. The Transportation Coordinator is responsible for training drivers on the procedures that follow.

At centers where bus transportation is not provided, prior to transporting children for field trips the driver will complete a bus drill.

EHS: Center Based, Early Head Start Home Based

EHS Center Based children, parents and staff will participate in bus safety evacuation drills during field trips when the bus is used for transportation. All parents, children, and staff present are expected to participate in the safety drill. The Transportation Coordinator is responsible for training drivers on the procedures that follow.

BUS DRILL PROCEDURES

Full training instruction for drivers and monitors is located in the Illinois School Bus Driver Training Curriculum Section VII. Drivers and Monitors will review this annually.

All Head Start Center Based bus-riding students must participate in three bus drills annually, Those who ride only for field trips will do a bus drill every time. Teaching staff, parents, and volunteers who are present the day of the evacuation drill should also participate.

School bus evacuation drills should be conducted on school property. Site Supervisors will be notified before the evacuation is performed.

Teachers will notify bus drivers one week in advance of the bus evacuation drill. The bus evacuation and classroom instruction including information about transportation and pedestrian safety will be noted in the lesson plans.

Transporters will talk to the teacher prior to the evacuation drill to set time and place and discuss staff roles. Transporter will check the area to be used for the evacuation drill prior to the drill for hazards and mark the designated safety location.

In the Classroom:

Before the bus drill the teacher will prepare the children for the event. This may be done in a variety of ways. Students can be read a story about bus safety; they can role play the drill in the classroom using chairs lines up like bus seats, or by using the bus safety kit which has items to promote talking about bus safety.

On Bus Drill

Bus will need to be parked and secured in a safe place on school property or place approved by Transportation Coordinator.

Transporter will conduct the evacuation drill and designate roles for staff and parent volunteers.

- Load bus with staff, children, and parents. (You will want to have some adults go to the back of the bus)
- Have everyone secure their safety restraints
- Transporter will show everyone the emergency equipment including: emergency exits, first aid kit, warning reflectors, fire extinguisher, phone and emergency numbers.
- Transporter will go over proper procedures to follow while evacuating the bus including:
 - ✓ Remain seated and quiet until bus is completely stopped
 - ✓ Keep all body parts within the proper space and never in the aisles or out the window
 - ✓ Pay attention to the driver, monitor, and other adults in charge
 - ✓ Keep hands and feet to yourself and do not run while exiting
 - ✓ Use hand rails or evacuation helper's hands while exiting
 - ✓ Sit and scoot out of the back of the bus
 - ✓ Move to a safe place about 100 feet away from the school bus and stay there
 - ✓ Be aware of the "danger zones"
 - ✓ Do not cross the street unless necessary and then always hold an adult's hand
 - ✓ Do not talk or accept rides from anyone

After explaining the above procedures, Transporter will ask if there are any questions. Answer the questions and then proceed to tell the children, staff and parents that now they will be doing a practice evacuation drill.

The Bus Monitor and Teacher should exit the bus first. The Bus Monitor or Teacher will assist children with exiting the bus and moving to the designated safety location. The Teacher or Bus Monitor should also have the first aid kit, phone and children's emergency numbers. One adult present will move to the safe location while the others remain with the bulk of the children assisting them off of the bus. The Transporter will move through the bus letting parents and children know what to do and when it is their turn to exit the bus. When all children, staff and parents are off the bus, the Transporter will quickly "walk" the bus and join the children. Conduct a final head count. Positive reinforcement of children's conduct will occur throughout the drill.

Bus Rules will be posted at the front of the bus.

All parents receive a copy of the bus rules in the Parent Handbook. The Family Advocates and Home Based Teachers are responsible for reviewing the rules with the parent at the Intake Home Visit #1. If a child will be picked up or dropped off at a babysitter or relative's home, the parent should give that person a copy of the rules also. If a bus monitor or bus driver has problems with a family following the rules, they should report it to the appropriate Teacher so that the Teacher can follow-up and work out the issue with the family.

HEAD START BUS GUIDELINES

All transportation for program activities must be conducted according to the following guidelines:

1. No smoking on or around the bus, whether the bus is moving or stopped.
2. Pets are not allowed on the bus unless previous permission has been given by the Director.
3. Siblings of enrolled children may ride the bus only when accompanied by a parent or other primary caretaker.
4. When returning home, child may only be released to a parent or guardian, or another adult designated in writing by the parent on the Release of Children from the Center Form. Persons not known by the driver must identify themselves with picture identification prior to the child's release to them.
5. The driver may not leave the bus unattended at any time while passengers are on board.
6. If a child must cross the street to get from the bus to their home, an adult must accompany the child across the street.
7. Children can only be picked up and dropped off at the designated location(s).
8. All medications need to be given to the bus monitor. The driver will place it in a box out of children's reach.
9. All medications need to go with child when dropped at school and home with the child when transported home. The Bus Monitor will check mark on the Bus Arrival and Departure checklist for pick-up and departure of medications on bus.
10. See Tab 1, 1304.22 (c) (1-6) Emergency Rescue Medication

EHS:

PACT transportation is not available for the EHS program. If a field trip requires transportation, the parents will need to provide transportation of their own child. For EHS a parent is **required** to accompany their child whenever transported. If assistance is needed talk with the Site Supervisor.

Bus Rules

1. All riders, including parents and staff, will wear age-appropriate restraints while on the bus.
2. Everyone needs to be quiet at Railroad crossings. Use inside voices and do not distract the driver with unnecessary conversation.
3. Remain seated until the bus comes to a complete stop and the driver tells you to unbuckle.
4. Eating and drinking on the bus is not allowed. Do not send food or drinks with your child.
5. Keep your hands, head, and feet in the appropriate space. Do not block aisles. Be a good seat buddy.
6. Hold onto the hand rail when getting on or off the bus.
7. Parents should accompany their child on and off the bus. When exiting the bus move away from the bus towards the house. Never stop to pick up anything that has been dropped or blown under the bus or on the ground near the bus.
8. Listen to the bus driver and monitor when they are talking to you.

Management of Children on the Bus

Management of children on the bus is primarily the responsibility of the bus monitor; The Bus driver may give direction to the bus monitor to maintain order and safety on the bus.

Techniques that may be used include:

- 1) Reminding children of the rules.
- 2) Refusing to move the bus until all seat belts are buckled.
- 3) Seating a child in the seat directly behind the driver.
- 4) Separating children who are being disruptive.
- 5) Seating of the bus monitor or another parent volunteer by the disruptive child.
- 6) Providing books for children to look at while en route.
- 7) Assigned seating

Any ongoing behavior problems on the bus should be reported to the Teacher immediately.

The Teacher will discuss the situation with the parent and may give specific instructions to the monitor and driver regarding that child. The behavior is to be documented on *Behavior Documentation Form* by the Teacher. If behavior problems are not resolved, report to the teacher after 2nd attempt to resolve, report to Site Supervisor.

Emergency Care Information

Bus drivers will have a completed copy of *Emergency Care Information* form for each enrolled child being transported on the bus. These forms are filed alphabetically with *Release of Child* forms in a binder. In the Center Based option, the Family Advocate completes these forms with the family and gives copies to the bus drivers. It is the bus driver's responsibility to make sure they have these forms on each child and that the forms are on the bus when needed and kept confidential. If a Medical Alert form indicates a rescue medication is needed on a bus, the bus driver will receive a copy of the form from the Site Supervisor. The form has specific instructions on where the medication is stored on the bus and how the medication will be transported from bus to school and/or how daily. The *Bus Arrival and Departure Checklist* will indicate any rescue medication a child has. Any rescue medication being transported with the child will be checked on/off of the Bus Arrival and Departure Checklist by the bus monitor. Medication is to be given to the teacher on drop to school and to the parent/guardian on return trip home. Medication is NOT to be given to child or put in their school bags.

See HS Standard 1302.47 (iv) for more information.

No One Home Procedure for Center Based

When the driver goes to a home to drop off a child and no one responds to the horn, send the monitor to the door to knock. Do not take child off the bus until you are sure an adult named on the release form is present. If there is no response, the Bus Monitor will call the home using the cell phone. If there is still no response, deliver the children in the immediate area and return to the home and try again. If this does not bring results, use the cell phone to call the Site Supervisor or Teacher at the Center. They will start trying to contact the parent and will continue trying every 15 minutes until the problem is resolved. The child will stay on the bus until the route is

completed. If during that time, contact was made with the parent, the child will then be taken home after regular route is completed. If no contact is made with the parent the last resort is to return the child to the center. If the child is returned to the Center, the child will be taken to the Site Supervisor or Teacher. (The child may be placed in child care if one is available on site.) Staff will continue to attempt to contact the parent and when the parent has been contacted, the parent will be directed that they will need to come to the center to pick up their child.

If no one is at the center, the bus driver or monitor is to call the Site Supervisor and if the driver or monitor is unable to reach the Site Supervisor, they are to call the Transportation Coordinator.

§1303.75 Children with Disabilities.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or On Going	Form Name
1303.75	Transportation Coordinator, Disabilities Coordinator	Transp. Coordinator Financial Officer Executive Director	Ongoing	

(a) A program must ensure there are school buses or allowable alternate 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 vehicle 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.

(b) A program must ensure special transportation requirements in a child’s IEP or IFSP are followed, including special pick-up and drop-off requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for bus drivers and monitors.

CHILDREN WITH DISABILITIES

Transportation for children who have disabilities will be provided as needed and as stated on their IEP/ESR. PACT will arrange for individual pick-up and drop-off as needed. Depending on the child’s need, PACT will arrange such accommodations as car seats, seating arrangements, and transportation aides. PACT will lease or arrange contractual services with surrounding areas to provide transportation services to children with disabilities. Training will be made available as needed. (See 1308.4 for more information.)

PACT currently leases its buses from Southern Bus Mobility out of Breeze, Illinois. If at any time PACT enrolls a child that would require a handicap accessible bus, the company has agreed to work with us in meeting our requirements.

PER Mental Health/Disabilities Coordinator:

Special Transportation requirements will be designated on a child's Family Support Plan prior to the child's enrollment, or as soon as the need is identified. The Family Support plan will identify special requirements and or equipment, responsible persons and needed training, if any.