

**Northwest Arkansas Head Start Human Services, Inc.
PART 1310 – Head Start Program Performance Standards
2011-2012 Head Start Transportation**

Governing Board Approval Date: 2/15/2011

Policy Council Approval Date: 12/13/2010

Acronyms:

LPD-Local Program Director	HV-Home Visitor	FSW-Family Service Worker
DCS-Disabilities-Community Specialist	LPT-Local Program Teacher	AT-Assistant Teacher
FCS-Family Community Specialist	PC-Policy Council	FO-Fiscal Officer
CDS-W-Child Development Specialist-Wellness	ED-Executive Director	LPC-Local Program Cook
PDS-HR-Program Design Specialist-Human Resources	OGC-Ozark Guidance Center	SSA-Senior Systems Administrator
OA-Operations Assistant	HRA-Human Resources Associate	OA- Operations Support
TA-Teacher Aide	AA-Accounting Associate	BOD-Board of Directors
ECP-LEA-Early Childhood Program/Local Education Agency (COOP)	MHP-Mental Health Professional	APD-ES-Agency Program Director-Education Specialist

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Related Procedures:

Parent Handbook	Community Resource Directory	Child Release Procedures
RAM Plan		

Subpart A - General

1310.1 Purpose.

Under the authority of section 640(l) and 645(b)(9) of the Head Start Act (42 U.S.C 9801 et seq.), this part prescribes regulations on safety features and the safe operation of vehicles used to transport children participating in Head Start and Early Head Start programs. Under the authority of sections 644(a) and (c) and 645A(b)(9) of the Head Start Act, this part also requires Head Start, Early Head Start and delegate agencies to provide training in pedestrian safety and to make reasonable efforts to coordinate transportation resources to control costs and to improve the quality and the availability of transportation services.

1310.2 Applicability.

(a) This rule applies to all Head Start and Early Head Start agencies, and their delegate agencies (hereafter, agency or agencies), including those that provide transportation services, with the exceptions 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. Transportation services to children served under the home-based option for Head Start and Early Head Start services are excluded from the requirements of 45 CFR 1310.12, 1310.15(c), and 1310.16. Except when there is an applicable State or local requirement that sets a higher standard on a matter covered by this part, agencies must comply with requirements of this part.

(b) Sections 1310.12(a) and 1310.22(a) of this part are effective January 18, 2006. Sections 1310.11 and 1310.15(c) of this part are effective January 20, 2004.

Paragraph (c) of this section and Sec. 1310.12(b) of this part are effective February 20, 2001. All other provisions of this part are effective January 18, 2002.

(c) Effective February 20, 2001 an agency may request a waiver of specific requirements of this part, except for the requirements of this paragraph. Requests for waivers must be made in writing to the responsible Health and Human Services (HHS) official, as part of an agency's annual application for financial assistance or amendment thereto, based on good cause. "Good cause" for a waiver will exist when adherence to a requirement of this part would itself create a safety hazard in the circumstances faced by the agency. Under no circumstance will the cost of complying with one or more of the specific requirements of this part constitute good cause. 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. The responsible HHS official shall have the right to require such documentation as the official deems necessary in support of a request for a waiver. Approvals of waiver requests must be in writing, be signed by the responsible HHS official, and be based on good cause.

1310.3 Definitions.

Agency as used in this regulation means a Head Start or Early Head Start or delegate agency unless otherwise designated.

Agency Providing Transportation Services an agency providing transportation services, either directly or through another arrangement with a private or public transportation provider, to children enrolled in its Head Start or Early Head Start program.

Allowable Alternate Vehicle a vehicle designed for carrying eleven or more people, including the driver, that meets all the Federal Motor Vehicle Safety Standards applicable to school buses, except 49 CFR 571.108 and 571.131.

Bus Monitor a person with specific responsibilities for assisting the driver in ensuring the safety of the children while they ride, board, or exit the vehicle and for assisting the driver during emergencies.

Child Restraint System 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 No. 213, Child Restraint Systems, 49 CFR 571.213.

Commercial Driver's License (CDL) a license issued by a State or other jurisdiction, in accordance with the standards contained in 49 CFR part 383, to an individual which authorizes the individual to operate a class of commercial motor vehicles.

Delegate Agency a local public or private not-profit or for-profit agency to which a Head Start or Early Head Start agency delegated all or part of its responsibility for operation of a Head Start program.

Early Head Start Agency a public or private non-profit or for-profit agency or delegate agency designated to operate an Early Head Start program pursuant to Section 645A of the Head Start Act.

Early Head Start Program a program of services provided by an Early Head Start Agency funded under the Head Start Act.

Federal Motor Vehicle Safety Standards (FMVSS) the National Highway and Traffic Safety Administration's standards for motor vehicles and motor vehicle equipment (49 CFR part 571) established under section 30111 of Title 49, United States Code.

Fixed Route the established routes to be traveled on a regular basis by vehicles that transport children to and from Head Start or Early Head Start program activities, and which include specifically designated stops where children board or exit the vehicle.

Head Start Agency a local public or private non-profit or for-profit agency designated to operate a Head Start program pursuant to Section 641 of the Head Start Act.

Head Start Program a program of services provided by a Head Start agency or delegate agency and funded under the Head Start Act.

National Driver Register the National Highway Traffic Safety Administration's automated system for assisting State driver's license officials in obtaining information regarding the driving records of individuals who have been denied license for cause; had their license denied for cause, had their license canceled, revoked, or suspended for cause, or have been convicted of certain serious driving offenses.

National Standards for School Buses and School Bus Operations the recommendation resulting from the Eleventh National Conference on School Transportation, May 1990, published by the National Safety Council, Chicago, Illinois.

Reverse Beeper a device which automatically sounds an intermittent alarm whenever the vehicle is engaged in reverse.

School Bus a motor vehicle designed for carrying 11 or more persons (including the driver) and which complies with the Federal Motor Vehicle Safety Standards applicable to school buses.

Seat Belt Cutter a special device that may be used in an emergency to rapidly cut through the seat belts used on vehicles in conjunction with child restraint systems.

State any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments.

Transportation Services the planned transporting of children to and from sites where an agency provides services funded under the Head Start Act. Transportation services can involve the pick-up and discharge of children at regularly scheduled times and prearranged sites, including trips between children's homes and program settings. The term includes services provided directly by the Head Start and Early Head Start grantee or delegate agency and services which such agencies arrange to be provided by another organization or an individual. Incidental trips, such as transporting a sick child home before the end of the day, or such as might be required to transport small groups of children to and from necessary services, are not included under this term.

Trip Routing the determination of the fixed routes to be traveled on a regular basis for the purpose of transporting children to and from the Head Start or Early Head Start program or activities.

PERFORMANCE STANDARDS	ACTION TO BE TAKEN	WHO IS RESPONSIBLE	TIME LINE	DOCUMENTATION FOR OUTCOME
1310.10 – General.				
1310.10(a) Each agency must assist as many families as possible who need transportation in order for their children to attend the program in obtaining that transportation.				
1. Determine if transportation services are required by the family.	LPD/ FSW LPT	Enrollment Ongoing	Parent Handbook Section 1310.00 First Call for Help Info Sheet (HS4-28)	
2. Provide a list of alternative transportation services if transport services are not provided by the agency.	LPD/ FSW LPT	Ongoing	Community Resource Directory	
1310.10(b) When an agency has decided not to provide transportation services, either for all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities. The specific types of assistance being offered must be made clear to all prospective families in the program's recruitment announcements.				
1. Create recruitment announcements specifying the types of transportation assistance being offered.	SSA	Ongoing	Announcements Parent Handbook	
1310.10(c) Each agency providing transportation services is responsible for compliance with the applicable requirements of this Part. When an agency provides transportation through another organization or an individual, the agency must ensure the compliance of the transportation provider with the requirements of this part.				
N/A				
1310.10(d) Each agency providing transportation services, must ensure that each vehicle used in providing such services is equipped with:				
1310.10(d)(1) a communication system to call for assistance in case of an emergency:				
1310.10(d)(2) safety equipment for use in an emergency, including a charged fire extinguisher that is properly mounted near the driver's seat and a sign indicating its location;				
1310.10(d)(3) a first aid kit and a sign indicating the location of such equipment,; and				
1310.10(d)(4) a seat belt cutter for use in an emergency evacuation and a sign indicating its location.				
N/A				
1310.10(e) Each agency providing transportation services must ensure that any auxiliary seating, such as temporary or folding jump seats, used in vehicles of any type providing such services are built into the vehicle by the manufacturer as part of its standard design, are maintained in proper working order, and are inspected as part of the annual inspection required under Sec. 1310.13(a) of this subpart.				
N/A				
1310.10(f) Each agency providing transportation services must ensure that all accidents involving vehicles that transport children receiving such services are reported in accordance with applicable State requirements.				
N/A				
1310.10(g) Each agency must ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian. This regulation applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle. Agencies must maintain lists of the persons, including alternates in case of emergency, and up-to-date rosters must be maintained at all times to ensure that no child is left behind, either at the classroom or on the vehicle at the end of the route.				
1. Children are only to be released to persons identified in writing by the parent/guardian.	LPT/ TA/ AT LPD/ FSW	Daily	Locator Card (HSA-1) (HSA-1A) Child Daily Sign-In/Sign-Out Form (Child Plus Form# 2316)	
a. Implement Child Release Procedures.	LPD	Daily	Child Release Procedures	
2. Maintain class roster to identify all children are present and accounted for in all situations (fire drills, field trips, etc.).	LPT/ TA/ AT LPD/ FSW	Daily	Class Roster	
1310.11 – Child Restraint Systems.				
1310.11 – Effective January 20, 2004, each agency providing transportation services must ensure that each vehicle used to transport children				

receiving such services is equipped for use of height- and weight- appropriate child safety restraint systems.			
N/A			
1310.12 – Required use of School Buses or Allowable Alternate Vehicles.			
1310.12(a) Effective January 18, 2006, each agency providing transportation services must ensure that children enrolled in its program are transported in school buses or allowable alternate vehicles that are equipped for use of height- and weight- appropriate child restraint systems, and that have reverse beepers. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.			
N/A			
1310.12(b) .Effective February 20, 2001, each Head Start agency receiving permission from the responsible HHS official to purchase a vehicle with grant funds for use in providing transportation services to children in its program or a delegate agency’s program must ensure that the funds are used to purchase a vehicle that is either a school bus or an allowable alternate vehicle and is equipped			
1310.12(b)(1) for use of height- and weight- appropriate child restraint systems; and			
1310.12(b)(2) with a reverse beeper.			
N/A			
1310.12(c) as provided in 45 CFR 1310.2(a) paragraph.			
N/A			
1310.12(d) of this section does not apply to vehicles purchased for use in transporting children served under the home-based option for Head Start and Early Head Start.			
N/A			
1310.13 – Maintenance of vehicles.			
1310.13 – Each agency providing transportation services must ensure that vehicles used to provide such services are maintained in safe operating condition at all times. The organization operating the vehicle must establish and implement procedures for:			
1310.13(a) a thorough safety inspection of each vehicle on at least an annual basis through an inspection program licensed or operated by the State;			
1310.13(b) systematic preventive maintenance on such vehicles; and			
1310.13(c) daily pre-trip inspection of the vehicles by the driver.			
N/A			
1310.14 – Inspection of new vehicles at the time of delivery.			
1310.14 – Each agency providing transportation services must ensure that bid announcements for school buses and allowable alternate vehicles for use in transporting children in its program include the correct specifications and a clear statement of the vehicle’s intended use. Such agencies must ensure that there is a prescribed procedure for examining such vehicles at the time of delivery to ensure that they are equipped in accordance with the bid specifications and that the manufacturer’s certification of compliance with the applicable FMVSS is included with the vehicle.			
N/A			
1310.15 – Operation of Vehicles.			
1310.15 Each agency providing transportation services, either directly or through an arrangement with another organization or an individual, to children enrolled in its program must ensure that:			
1310.15(a) On a vehicle equipped for use of such devices, any child weighing 50 pounds or less is seated in a child restraint system appropriate to the height and weight of the child while the vehicle is in motion.			
Arkansas Child Passenger Protection Law States:			
A child must ride restrained in an appropriate child safety seat until six (6) years old or until weighing sixty (60) lbs.			
1310.15(b) 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.			
1310.15(c) Effective January 20, 2004, there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary,			

<i>such as when needed to accommodate the needs of children with disabilities. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.</i>			
<i>1310.15(d) Except for bus monitors who are assisting children, all vehicle occupants must be seated and wearing height- and weight- appropriate safety restraints while the vehicle is in motion.</i>			
N/A			
1310.16 – Driver qualifications.			
<i>1310.16(a) Each agency providing transportation services must ensure that persons who drive vehicles used to provide such services, at a minimum:</i>			
<i>1310.16(a)(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 be operating;</i>			
<i>1310.16(a)(2) meet physical, mental and other requirements established under applicable law or regulations as necessary to perform job-related functions with any necessary reasonable accommodations.</i>			
N/A			
<i>1310.16(b) Each agency providing transportation services must ensure that there is an applicant review process for use in hiring drivers, that applicants for driver positions must be advised of specific background checks required at the time application is made, and that there are criteria for the rejection of unacceptable applicants. The applicant review procedure must include, at minimum:</i>			
<i>1310.16(b)(1) all elements specified in 45 CFR 1304.52(b), with additional disclosure by the applicant of all moving traffic violations, regardless of penalty;</i>			
<i>1310.16(b)(2) a check of the applicant’s driving record through the appropriate State agency, including a check of the applicant’s record through the National Driver Register, if available in the State; and</i>			
<i>1310.16(b)(3) after a conditional offer of employment to the applicant and before the applicant begins work as a driver, a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations.</i>			
N/A			
<i>1310.16(c) As provided in 45 CFR 1310.2(a), this section does not apply to transportation services to children served under the home-based option for Head Start and early Head Start.</i>			
N/A			
1310.17 – Driver and bus monitor training.			
<i>1310.17(a) Each agency providing transportation services must ensure that persons employed to drive vehicles used in providing such services will have received the training required under paragraphs (b) and (c) of this section no later than 90 days after the effective date of this section as established by Sec. 1310.2 of this part. The agency must ensure that drivers who are hired to drive vehicles used in providing transportation services after the close of the 90 day period must receive the training required under paragraphs (b) and (c) prior to transporting any child enrolled in the agency’s program. The agency must further ensure that at least annually after receiving the training required under paragraphs (b) and (c), all drivers who drive vehicles used to provide such services receive the training required under paragraph (d) of this section.</i>			
N/A			
<i>1310.17(b) Driver must receive a combination of classroom instruction and behind-the-wheel instruction sufficient to enable each driver to:</i>			
<i>1310.17(b)(1) operate the vehicle in a safe and efficient manner;</i>			
<i>1310.17(b)(2) safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;</i>			
<i>1310.17(b)(3) administer first aid in case of injury;</i>			
<i>1310.17(b)(4) handle emergency situations, including vehicle evacuation procedures;</i>			
<i>1310.17(b)(5) operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;</i>			
<i>1310.17(b)(6) conduct routine maintenance and safety checks of the vehicle; and</i>			
<i>1310.17(b)(7) maintain accurate records as necessary.</i>			

N/A			
1310.17(c) Drivers must also receive instruction on the topics listed in 45 CFR 1304.52(k)(1), (2) and (3)(i) and the provisions of the Head Start Program Performance Standards for Children with Disabilities (45 CFR 1308) relating to transportation services for children with disabilities.			
N/A			
1310.17(d) Drivers must receive refresher training courses including the topics listed in paragraphs (b) and (c) of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.			
N/A			
1310.17(e) Each agency providing transportation services must ensure that drivers who transport children receiving the services qualify under the applicable driver training requirements in its State.			
N/A			
1310.17(f) Each agency providing transportation services must ensure that:			
1310.17(f)(1) the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance; and			
1310.17(f)(2) before bus monitors assigned to vehicles used to provide such services begin their duties, they are trained on child boarding and exiting procedures, use of child restraint systems, any required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre- and post-trip vehicle check.			
N/A			
1310.20 – Trip Routing.			
1310.20(a) Each agency providing transportation services must ensure that in planning fixed routes the safety of the children being transported is the primary consideration.			
N/A			
1310.20(b) The agency must also ensure that the following basic principles of trip routing are adhered to:			
1310.20(b)(1) The time a child is in transit to and from the Head Start or Early Head Start program must not exceed one hour unless there are no shorter route available or any other alternative shorter route is either unsafe or impractical.			
1310.20(b)(2) Vehicles must not be loaded beyond the maximum passenger capacity at any time.			
1310.20(b)(3) Vehicles must not be required to back up or make “U” turns, except when necessary for reasons of safety or because of physical barriers.			
1310.20(b)(4) Stops must be located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle.			
1310.20(b)(5) When possible, stops must be located to eliminate the need for children to cross the street or highway to board or leave the vehicle.			
1310.20(b)(6) If children must cross the street before boarding or after leaving the vehicle because curbside drop off or pick up is impossible, they must be escorted across the street by the bus monitor or another adult.			
1310.20(b)(7) Specific procedures must be established for use of alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks, or emergency road closing. In selecting among alternatives, transportation providers must choose routes that comply as much as possible with the requirements of this section.			
N/A			
1310.21 – Safety Education			
1310.21(a) Each agency must provide training for parents and children in pedestrian safety. The training provided to children must be developmentally appropriate and an integral part of program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must be provided within the first thirty days of the program year.			
1. Children will receive pedestrian safety training in the classroom.	LPD/ LPT/ HV	During first 30 days of School	Child Pedestrian Training Lesson Plan Guide (HS3-10)

2. Parents will receive their training separate from the children but will be encouraged to share their information with their children.	LPD/ FSW FCS	At Enrollment or Registration	Child's Enrollment File
1310.21(b) Each agency providing transportation services, directly or through another organization or an individual, must ensure that children who receive such services are taught:			
1310.21(b)(1) safe riding practices;			
1310.21(b)(2) safety procedures for boarding and leaving the vehicle;			
1310.21(b)(3) safety procedures in crossing the street to and from the vehicle at stops;			
1310.21(b)(4) recognition of the danger zones around the vehicle; and			
N/A			
1310.21(b)(5) emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.			
N/A			
1310.21(c) Each agency providing transportation services must provide training for parents that:			
1310.21(c)(1) emphasizes the importance of escorting their children to the vehicle stop and the importance of reinforcing the training provided to children regarding vehicle safety; and			
N/A			
1310.21(c)(2) complements the training provided to their children so that safety practices can be reinforced both in Head Start and at home by the parent.			
N/A			
1310.21(d) Each agency providing transportation services must ensure that at least two bus evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year.			
1. Although we do not provide Transportation, we ensure that at least two vehicle evacuation drills will be conducted during the school year for contracted vendors providing transportation services.	LPT/ TA/ AT/ HV LPD HRA	Sep Jan April	Emergency Bus/Van Evacuation Drills (HST-10)
1310.21(e) Each agency providing transportation services must develop activities to remind children of the safety procedures. These activities must be developmentally appropriate, individualized and be an integral part of the Head Start or Early Head Start program activities.			
N/A			
1310.22 – Children with Disabilities.			
1310.22(a) Effective January 18, 2006 each agency must ensure that there are school buses or allowable alternative vehicles adapted or designated for transportation of children with disabilities available as necessary to transport such children enrolled in the program. This requirement does not apply to the transportation of children receiving home-based services unless school buses or allowable alternate vehicles are used to transport the other children served under the home-based option by the grantee. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start program.			
1. The agency will work with families to provide necessary transportation for children with disabilities.	DCS/ FCS/ LPD/ FSW ECP/ LEA	As Needed	Letter of Understanding
1310.22(b) Each Head Start must ensure compliance with the American's with Disabilities Act (42 U.S.C. 12101 et seq.), the HHS regulations at 45 CFR part 84, implementing section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and the Head Start Program Performance Standards on Services for Children with Disabilities (45 CFR part 1308) as they apply to transportation services.			
1. This agency will abide by all regulations as they relate to children with disabilities and transportation on a case-by-case basis.	FCS/ HRA	As Needed	ADA Guidelines Rehabilitation Act Head Start Performance Plans Child's IEP/IFSP

1310.22(c) Each agency must specify any special transportation requirements for a child with a disability when preparing the child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP), and ensure that in all cases special transportation requirements in a child's IEP or IFSP are followed, including:

1310.22(c)(1) special pick-up and drop-off requirements

1310.22(c)(2) special seating requirements

1310.22(c)(3) special equipment needs;

1310.22(c)(4) any special assistance that may be required; and

1310.22(c)(5) any special training for bus drivers and monitors.

1. All special needs, plans and/or equipment required will be accommodated by this agency or a coordinated agency.	FCS/ HRA ECP/ LEA	As evaluations are completed and needs are made known.	Child's IEP/IFSP
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1310.23 –Coordinated transportation

1310.23(a) Each agency providing transportation services must make reasonable efforts to coordinate transportation resources with other human services agencies in its community in order to control costs and to improve the quality and the availability of transportation services.

1310.23(b) At a minimum, the agency must:

1310.23(b)(1) identify the true costs of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the services;

1310.23(b)(2) explore the option of participating in any coordinated public or private transportation systems existing in the community; and

1310.23(b)(3) where no coordinated public or private non-profit transportation system exists in the community, make every effort to identify other human services agencies also providing transportation services and, where reasonable, to participate in the establishment of a local transportation coordinating council.

N/A			
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