

TRANSPORTATION SERVICES

SUBPART F - 1303.70

Head Start Performance Standard

§1303.70 Purpose.

(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.

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

(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.

Plan of Action

The Gold Star Transportation service provides bus routes to ensure the entire Kaufman County service area receives direct transportation services appropriate for young children. Buses currently pickup and drop off at the corner nearest the child's home or designated location. Each child and their parents are given an adequate amount of time to reach the bus. All children residing in the Terrell ISD service area will be provided transportation services.

TISD contracts with Gold Star Transportation. All training is provided through the contractor. The contract supplies the bus driver salary,

maintenance of vehicles, fuel, and other necessary supplies as a donation. It has not been necessary to coordinate transportation services through a public transportation system.

All accidents are reported through the contracted manager and the TISD administrative staff according to state requirements with a report to the Head Start Director.

TISD Head Start has a transportation waiver on file permitting the transport of Head Start students without the use of child restraint systems and without bus monitors.

Monitoring Plan

Transportation log, training agendas, transportation waiver

Person (s) Responsible

Gold Star Transit Transportation, bus drivers, Head Start Director, Health & Family Services Manager

Timeline

August - July

§ 1303.71 Vehicles.

(a) Required use of school 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.

(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.

(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.

(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.

Plan of Action

All buses have reverse beepers and installed modern two-way radio equipment in order to maintain a constant communication capability between buses, bus dispatcher and district personnel. These radios provide a convenient communication capability in the event of emergencies, changes in routing, weather and road information affecting bus traffic, information regarding student riders, and sharing of important school-related information. The equipment is designed to provide reliable radio communication within the entire county of Kaufman. All buses have safety equipment including a seat belt cutter and a charged fire extinguisher that is mounted near the driver's seat. A first aid kit and sign indicating the location along with additional sanitation supplies are located in the front entry of every bus. None of the school buses used to transport children in the Head Start program have any type of auxiliary seating. Child restraint systems are waived.

The Gold Star Transportation service department has several full-time mechanics in addition to transportation personnel to ensure cleanliness of school buses. Buses are given inspections through the Gold Star Transportation department. All services are at no charge to the program. All bus drivers are required to perform pre-trip inspections and log information into the inspection log located on every bus.

All new vehicles received are inspected upon arrival to ensure that correct specifications have been made. The manager of transportation follows the delivery procedures for delivery of new vehicles.

Monitoring Plan

School bus log at Gold Star Transit, Gold Star transportation handbook, transportation waiver

Person (s) Responsible

Gold Star Transportation, Head Start staff

Timeline

August - June

§1303.72 Vehicle operation.

(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.

(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.

(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, and 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.

Plan of Action

The Head Start Program has a transportation waiver allowing Head Start children to be transported without safety restraints and without a bus monitor aboard.

No baggage or other materials will be allowed to enter the bus, except in the designated location. Children can only be dropped off at the location designated by Gold Star and to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian. The campus provides current information to ensure the bus drivers are provided with the most up-to-date rosters and information on students.

TISD contracts with Gold Star Transportation. All training is aligned with Head Start and state requirements, and provided through the contractor. All bus drivers hold a current Commercial Drivers License (CDL). Gold Star requires drivers to have an annual physical and TB testing.

Gold Star Transportation Services provides school buses with wheelchair lifts, assistance devices or any special occupant restraints. Any children receiving transportation services with a disability are transported with special school buses with the coordination of the Special Education department. Those bus drivers receive unique trainings relevant to serving children with disabilities.

Monitoring Plan

Transportation notebook, communication between bus contractor & district personnel, bus drivers' personnel folders, training logs

Person(s) Responsible

Gold Star Transportation, Head Start staff

Timeline

August – July

§1303.73. Trip routing.

(a.) A program must consider the 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 closures.

Plan of Action

TISD contracts with Gold Star Transportation. All training and routing is provided through the contractor, discussed and approved by the Health Services Advisory Committee (HSAC), Head Start personnel and TISD administration.

Monitoring Plan

Transportation walkthroughs by Gold Star Transportation, routing records

Person(s) Responsible

Gold Star Transportation, Head Start staff

Timeline

August-June

§1303.74 Safety procedures.

(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.

Plan of Action

The Head Start program will provide safety training for parents and children at two scheduled bus evacuation trainings throughout the year. Training will include viewing of a film with discussion, safe riding practices, bus stop procedures, and locations of drop off/pickup and evacuation drills. The PE Coach and librarian teach transportation safety procedures during the first 2-3 weeks of school. In addition, each student has a student id with a chip, the ability to track the student as they load and unload the bus.

Monitoring Plan

Transportation records, lesson plans, observation of scanning Z Pass card, Family Service calendar, bus evacuation sign-in sheets

Person (s) Responsible

Gold Star Transportation, Head Start staff, bus duty personnel

Timeline

August - June

§1303.75 Children with disabilities

(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 the transportation of children receiving home-based services unless school buses or allowable alternate vehicles are used to transport the other children served under the home-based option by the grantee. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start or Early Head Start program.

(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.

Plan of Action

Gold Star Transportation Services provide school buses with wheelchair lifts, assistance devices or any special occupant restraints. Any children receiving transportation services with a disability are transported with special school buses through the Special Education Department. Those

bus drivers receive unique trainings relevant to serving children with disabilities. The Disabilities Manager monitors IEP transportation requirements.

Monitoring Plan

Communication among district personnel with Gold Star Transit personnel, Disabilities Manager, Head Start Director, school bus inspections, training logs

Person (s) Responsible

Gold Star Transportation, Head Start staff

Timeline

August - June