

**HIGHLAND RIM HEAD START PROGRAM  
OBJECTIVE AND OPERATING PLAN  
PROGRAM YEAR 2006-2007  
Transportation**

**OBJECTIVE #1:** To ensure that children and families are provided transportation services.

**JUSTIFICATION AND APPROACH**

**Following Performance Standards 1310.10(a)-(d); 1310.11; 1310.12(a)-(c);1310.15(a)-(d)**

Agency must assist families with transportation in order for the children to attend the program.

Agency will ensure compliance of regulations with other organizations.

Agency will ensure that school buses transporting children are equipped with emergency equipment.

Agency will ensure that school buses transporting children meet the Federal Motor Vehicle Safety Systems (FMVSS), and are equipped with child restraints.

Agency must ensure that all vehicles involved in all accidents are reported in accordance to state requirements.

Agency will ensure that children are only released to parent, legal guardian or person **authorized to receive said child..**

revised

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| <b>TASKS</b>   | <b>DATE BEGAN</b> | <b>COMPLETION DATE</b> | <b>PERSON RESPONSIBLE</b>                          |
|--|-------------------|------------------------|--|
| Must provide reasonable assistance to the families of such children to arrange transportation to and from it's activities.                                   | July              | June                   | Marketing Manager                                  |
| Must ensure each vehicle has two-way communication system on the buses.  | July              | June                   | Marketing Manager<br>Bus Driver<br>Education Staff |
| Must ensure each vehicle has a fire extinguisher and a sign indicating its location.   | July              | June                   | Bus Driver<br>Marketing Manager<br>Education Staff |
| Must ensure each vehicle has a first aid kit and a sign indicating its location.   | July              | June                   | Bus Driver<br>Marketing Manager<br>Education Staff |
| Must ensure each vehicle has a seat belt cutter and a sign indicating its location.  | July              | June                   | Bus Driver<br>Marketing Manager                    |
| Must ensure <b>all</b> children will be in child restraint systems.  | July              | June                   | Bus Driver<br>Education Staff<br>Marketing Manager |
| Must ensure buses are equipped with hold-a-rope for emergency evacuation.  | July              | June                   | Marketing Manager<br>Bus Driver<br>Education Staff |
| Must ensure that a spill kit is on the bus at all times.   | July              | June                   | Bus Driver<br>Education Staff<br>Marketing Manager |
| Must ensure each child and staff member at that center has an emergency card on the bus at all times, and located in the designated notebook aboard the bus. | July              | June                   | Bus Driver<br>Education Staff<br>Marketing Manager |

| <b>TASKS</b>  | <b>DATE BEGAN</b> | <b>COMPLETION DATE</b> | <b>PERSON RESPONSIBLE</b>                                      |
|---|-------------------|------------------------|--|
| Must ensure that all buses are equipped with height/weight appropriate child restraint systems (by Jan. 1, 2004).                 | July              | June                   | Marketing Manager<br>Bus Driver<br>Director                    |
| Baggage and other items transported in the passenger compartment are properly stored and secured.                                 | July              | June                   | Bus Driver<br>Education Staff<br>Marketing Manager             |
| Must ensure that all school buses are equipped with reverse beepers.  | July              | June                   | Bus Driver<br>Marketing Manager                                |
| Must ensure that children are only released to parent/guardian or written permission by parent/guardian is obtained               | July              | June                   | Education Staff<br>Bus Driver/Monitor<br>Marketing Manager     |
| Each agency must ensure that all bus accidents are reported in accordance with applicable state requirements.                     | July              | June                   | Education Staff<br>Bus Driver<br>Monitors<br>Marketing Manager |
| Occupants must be seated and wearing height/weight appropriate safety restraints while vehicle is moving.                         | July              | June                   | Education Staff<br>Bus Driver/Monitor<br>Marketing Manager     |
| Must ensure preventative maintenance such as oil changes and lubes are conducted every 3,000 miles.                               | July              | June                   | Education Staff<br>Bus Driver<br>Marketing Manager             |
| Must ensure preventative maintenance records are completed on each vehicle by the mechanic and placed in the vehicles repair log. | July              | June                   | Education Staff<br>Bus Driver<br>Marketing Manager             |

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**OBJECTIVE #2:** To ensure that all school buses transporting children are in safe operating condition at all times.

**JUSTIFICATION AND APPROACH**

**Following Performance Standards 1310.13(a)-(c); 1310.14; 1310.15(a)-(d)**

Each agency providing transportation must ensure that vehicles used are maintained and are in safe operating condition.

Each agency providing transportation services must ensure the correct specifications for school buses. The procedure for examining the bus upon delivery will be followed.

Each agency providing transportation services must ensure that a safety inspection of each vehicle is conducted on an annual basis through an inspection program licensed or operated by the state.

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**OBJECTIVE #2:** To ensure that all school buses transporting children are in safe operating condition at all times.

| <b>TASKS</b>  | <b>DATE BEGAN</b> | <b>COMPLETION DATE</b> | <b>PERSON RESPONSIBLE</b>                                     |
|---|-------------------|------------------------|---|
| Ensure monthly bus evacuations drills are conducted and sent to the Marketing Manager.  | July              | June                   | Education Staff<br>Marketing Manager<br>Bus Driver            |
| Must ensure the bus logs are completed daily and someone other than the Bus Driver is checking the vehicle to ensure no child is left onboard.  | July              | June                   | Marketing Manager<br>Bus Driver<br>Education Staff            |
| Must ensure vehicle is equipped with proof of registration and insurance at all times.  | July              | June                   | Marketing Manager<br>Education Staff<br>Bus Driver            |
| Ensure maintenance reports are completed and sent to the office.  | July              | June                   | Bus Driver<br>Marketing Mgr.<br>Education Staff               |
| Ensure a pre-trip and post-trip inspection is performed prior to and after operating the bus on each route.                                     | July              | June                   | Bus Driver<br>Education Staff<br>Marketing Manager            |
| Ensure that bus is kept clean at all times.   | July              | June                   | Bus Driver<br>Education Staff<br>Health/Disability<br>Manager |
| Must ensure that windows, mirrors and lights are kept clean at all times.   | July              | June                   | Bus Driver<br>Education Staff<br>Health Manager               |
| Ensure that a safety inspection of each vehicle is conducted on an annual basis through an inspection program licensed or operated by the state | July              | June                   | Marketing Manager<br>Director<br>Bus Driver                   |
| Must ensure a prescribed procedure for examining such vehicles at time of delivery to ensure compliance with FMVSS is included.                 | July              | June                   | Director<br>Marketing Manager                                 |

| <b>TASKS</b>  | <b>DATE BEGAN</b> | <b>COMPLETION DATE</b> | <b>PERSON RESPONSIBLE</b>                                  |
|---|-------------------|------------------------|--|
| Must ensure aisles remain clear and the doors and emergency exits remain unobstructed at all times.                                       | July              | June                   | Bus Driver<br>Education Staff<br>Marketing Manager         |
| Agency providing transportation services will ensure bids and a procedure for delivery according to specifications requested.             | July              | June                   | Director<br>Marketing Manager<br>Human Resource<br>Manager |
| Must ensure special seating requirements by assigning seats and posting it on the bus with seating chart.                                 | July              | June                   | Bus Driver<br>Education Staff                              |
| Must explore options of participating in public or private transportation system in the county.   | July              | June                   | Marketing Manager<br>Director                              |
| Make every effort to identify other human service agencies providing transportation.  | July              | June                   | Marketing Manager<br>Director                              |
| Must ensure there are bus monitors onboard vehicles used at all times(effective 2004). Monitors must be 18 and have a High School diploma | July              | June                   | Marketing Manager<br>Director<br>Education Staff           |
| Agency must identify the true cost of providing transportation.   | July              | June                   | Marketing Manager<br>Human Resource<br>Manager<br>Director |

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**OBJECTIVE #3:** To ensure the agency has qualified drivers.

**JUSTIFICATION AND APPROACH**

**Following Performance Standards 1310.16(a)-(c)**

The agency will conduct background checks on each employee who works with their agency

The employee will obtain a commercial driver's license and meet the physical and mental requirements as stated in the performance standards.

The agency will ensure each staff member has a yearly physical on file.

The agency must ensure each staff member is fingerprinted in accordance with state regulations.

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**OBJECTIVE #3:** To ensure the agency has qualified drivers.

| <b>TASKS</b>   | <b>DATE<br/>BEGAN</b> | <b>COMPLETION<br/>DATE</b> | <b>PERSON<br/>RESPONSIBLE</b>  |
|--|-----------------------|----------------------------|--|
| A check of the applicants driving record through appropriate state agency.   | July                  | June                       | Career Development Manager   |
| Must have a current Department Of Transportation physical on file.   | July                  | June                       | Career Development Manager<br>Marketing Manager<br>Education Manager |
| The employee will obtain a commercial drivers license and meet the physical and mental health requirements as stated in the performance standards. | July                  | June                       | Career Development Manager<br>Marketing Manager<br>Education Manager |
| Must ensure that that a background check is performed prior to employment.   | July                  | June                       | Career Development Manager   |
| Must ensure random drug and alcohol tests are conducted.   | July                  | June                       | Marketing Manager<br>Executive Director                              |
| Must ensure staff have a yearly physical.  | July                  | June                       | Marketing Manager<br>Education Manager                               |
| Must ensure all staff have been fingerprinted in accordance with state requirements.   | July                  | June                       | Career Development Manager   |

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**OBJECTIVE #4:** To ensure the children and staff are trained on transportation safety.

**JUSTIFICATION AND APPROACH**

**Following Performance Standards 1310.17(a)-(f); 1304.52(k)(1)(2)(3)(i);1310.20(a)-(b); 1310.21**

Head Start will provide training to drivers and monitors within 90 days.

Drivers must receive a combination of classroom instruction and behind the wheel instruction.

Drivers will receive ongoing training to meet requirements as required by the performance standards.

Head Start will ensure that the vehicles used to transport children are operated in a safe manner.

Head Start must provide training that is developmentally appropriate to parents and children.

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**OBJECTIVE #4:** To ensure the children and staff are trained on transportation safety

| <b>TASKS</b>  | <b>DATE<br/>BEGAN</b> | <b>COMPLETION<br/>DATE</b> | <b>PERSON<br/>RESPONSIBLE</b>  |
|---|-----------------------|----------------------------|--|
| Must ensure annual bus driver evaluations include on-board observation of road performance  | July                  | June                       | Center Coordinator<br>Marketing Manager<br>Bus Driver<br>Teacher/Mentor<br>Education Staff |
| Must ensure children, parents, drivers and monitors are trained on child boarding and exiting procedures, restraint systems, paperwork, responses to emergencies, evacuation procedures, child pickup/drop-off and pre/post inspection. | July                  | June                       | Marketing Manager<br>Education Manager<br>Education Staff<br>Bus Driver                    |
| Must comply with the emergency evacuation plan is followed in the event of hazardous weather, natural gas line breaks, or emergency road closings.  | July                  | June                       | Bus Driver<br>Marketing Manager<br>Education Staff<br>Health/Disability<br>Manager         |
| Must ensure employees attend new staff orientation.   | July                  | June                       | Education Manager<br>Career<br>Developmant<br>Manager                                      |
| Must ensure bus routes are safe.  | July                  | June                       | Marketing Manager<br>Education Staff<br>Bus Driver   |
| Must ensure children are not in transit for more than 45 minutes to and from school.  | July                  | June                       | Marketing Manager<br>Bus Driver<br>Education Staff   |
| Must ensure vehicles do not carry more than capacity at anytime.  | July                  | June                       | Bus Driver<br>Education Staff<br>Marketing Manager   |
| Must ensure vehicles will only back up or make "U" turns when necessary for reasons of safety.  | July                  | June                       | Bus Driver<br>Education Staff<br>Marketing Manager   |

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|---|-------------------|------------------------|---|
| Stops must be located to minimize traffic disruptions.  | July              | June                   | Bus Driver<br>Education Staff<br>Marketing Manager                      |
| The required transportation and pedestrian safety education of children and parents has been provided within the first 30 days of the program year and monthly thereafter and clearly marked on the lesson plans. | July              | June                   | Bus Driver<br>Education Staff<br>Education Manager<br>Marketing Manager |
| Must ensure if children cross the street they are escorted by a parent or guardian.   | July              | June                   | Bus Driver<br>Education Staff<br>Monitor                                |
| Must handle emergency situations including vehicle evacuation procedures in a professional manner.  | July              | June                   | Education Staff<br>Bus Driver<br>Monitor<br>Marketing Manager           |
| Must ensure a monitor is on board at all times regardless of the number of children being transported.  | July              | June                   | Bus Driver<br>Monitor<br>Marketing Manager<br>Education Staff           |
| Must run a fixed route, stopping at all railroad crossings.   | July              | June                   | Bus Driver<br>Marketing Manager<br>Monitor<br>Education Staff           |
| Must operate the bus in a safe and efficient manner at all times.   | July              | June                   | Bus Driver<br>Marketing Manager<br>Monitor<br>Education Staff           |
| Children are taught safe riding practices, and documented as required.  | July              | June                   | Education Manager<br>Marketing Manager<br>Education Staff<br>Bus Driver |
| Must ensure children are taught to recognize the danger zones around a bus and it is documented on lesson plans as Safe Sam Curriculum.   | July              | June                   | Education Manager<br>Marketing Manager<br>Education Staff<br>Bus Driver |
| Must conduct routine maintenance and safety checks of the buses.  | July              | June                   | Bus Driver<br>Education Staff<br>Marketing Manager                      |