



Transportation Services Checklist

CENTER: _____ AREA MANGER: _____

DATE: _____ TIME: _____

Other sources of Information Used...

Instructions for Completing the Transportation Services Checklist

The information gathered will be based on bus ride(s), observations, and document reviews. The checklist has been numbered for easy reference and separated into four categories:

- Facilities, Materials, Equipment and Transportation (Questions 1-13)
- Early Childhood Development and Health Services (Questions 14 -22)
- Family and Community Partnerships (Questions 23 - 27)
- Program Design and Management (Questions 28- 40)

The questions marked with apply to all Head Start grantees and their delegates, whether they provide transportation or not. These items appear in questions 13-15, 17, and 26.

The questions marked with may be observed on bus ride(s).

TRANSPORTATION SERVICES CHECKLIST

Facilities, Materials, Equipment, and Transportation

YES NO

- _____ 1. Each vehicle used in providing transportation services has:
- a communication system to call for assistance;
 - emergency safety equipment, including a charged fire extinguisher properly mounted near the driver's seat and a sign indicating its location;
 - a first aid kit and sign indicating its location; and
 - a seat belt cutter and a sign indicating its location. [1310.10(d) (1-4)]
- _____ 2. Any auxiliary seating used in vehicles providing transportation services has been built into the vehicle by the manufacturer as part of its standard design, maintained in proper working order, and inspected annually. [1310.10(d) (1-4)]
- _____ 3. Baggage and other items transported in the services has been built into the vehicle by the manufacturer as part of its standard design, maintained in proper working order, and inspected annually. [1310.10 (e)]
- _____ 4. There are procedures in place to ensure that the bus or alternative allowable vehicle is maintained in safe operating condition. The organization operating the vehicle has established and implemented procedures for:
- An annual safety inspection through an inspection through an inspection program licensed or operated by the State;
 - Systematic preventive maintenance; and
 - A daily pre-trip inspection by the driver. [1304.53(a) (7), 1310.13]
- _____ 5. Each vehicle is not required to back up or make "U" turns, except if necessary for safety reasons or because of physical barriers. [1310.20(b) (3)]

TRANSPORTATION SERVICES CHECKLIST

Facilities, Materials, Equipment, and Transportation

YI NO

6. Trip stops minimize traffic disruptions and afford the driver a good field of view in front and behind the vehicle. [1310.20(b)(4)]
7. There are specific procedures for use of alternate routes in case of hazardous conditions that could affect the safety of the children who are being transported. [1310.20(b)(1)]
8. Transit time for children going to and from the program do not exceed one hour each way unless there is no shorter route available or any alternative shorter route is either unsafe or impractical. [1310.20(b)(1)]
9. When possible, stops do not require children to cross the street or highway when boarding or exiting the vehicle. [1310.20(b)(5)]
10. If children must cross the street before boarding or leaving the vehicle, the children are escorted across the street by the bus monitor or another adult. [1310.20(b)(1)]
11. The number of occupants in the vehicle does not exceed maximum passenger capacity at anytime. [1310.20(b)(92)]
12. All vehicle occupants (except for the bus monitors who are assisting children) are seated in height- and weight- appropriate restraint systems while the vehicle is in motion. [1310.15(a), 1310.15(d)] *Exception:* Approval letter from the Head Start Bureau is required for an extension of the effective date of the portion of the Head Start regulation relating to child safety restraint systems up to January 20, 2006.
13. Children are only released to a parent, legal guardian, or other individual as designated in writing by the parent or legal guardian. The agency maintains lists of the persons, including alternates in case of emergency, and up to date child rosters are 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. [1310.10(g)]

Early Childhood Development and Health Services

YES NO

14. Children receive developmentally appropriate safety training within 30 days of the start of the program year on:
- Safe riding practices;
 - Safety procedures for boarding and leaving the vehicle;
 - Safety procedures in crossing the streets to and from the vehicle at stops;
 - Recognition of danger zones around the vehicle; and
 - Emergency evacuation procedures, including participation in emergency evacuation drill conducted on the vehicle the child will be riding. [1310.21(a), 1310.21(b)(1)-(5)]
15. Children's safety training reminder activities have been developed and are developmentally appropriate, individualized, and an integral part of program activities. [1310.21(e)]

TRANSPORTATION SERVICES CHECKLIST

Early Childhood Development and Health Services Cont..

YES NO

- ___ ___ 16. At least two bus evacuation drills in addition to the one required to be provided within the first thirty days of service have been conducted during each program year. [1310.21(b) (5), 1310.21(d)]
- ___ ___ 17. Grantee and delegate agencies have arranged for or provide transportation for children with disabilities to and from the program and to special clinics or other service providers when the special education and related services cannot be provided on-site. [1308.4 (b) (6), 1310.22 (b)]
- ___ ___ 18. Up-to-date family contact information and authorization for emergency care for each child is readily available. [1304.22 (a) (2), 1304.51 (g)]
- ___ ___ 19. Appropriate staff is informed of any health or safety accommodations or adaptations needed for children in accordance with the program's confidentiality policy. [1304.22 (b) (3)]
- ___ ___ 20. The agency must establish, maintain, and implement written procedures regarding the administration, handling, and storage of medication for every child. [1304.22(c)]
- ___ ___ 21. Bus drivers and monitors encourage self-control by using positive methods of child's needs. [1304.21 (a) (3) (i) (c), 1304.52 (h) (I) (iv)]
- ___ ___ 22. Routines and transitions occur in a timely, predictable, and unrushed manner according to each child's needs. [1304.21 (a) (3) (ii)]

TRANSPORTATION SERVICES CHECKLIST

Family and Community Partnerships

YES NO

- ___ ___ 23. Effective two-way communication between staff and parents is facilitated on a regular basis throughout the program year. [1304.51 (c) (I)]
- ___ ___ 24. Interactions with families are respectful. [1304.40 (a) (5)]
- ___ ___ 25. Communication with parents is conducted in the parent's primary or preferred language or through an interpreter, to the extent feasible. [1304.40 (a) (5)]
- ___ ___ 26. Parents receive safety training within 30 days of the start of the program year that:
- Emphasize the importance of escorting their children to the vehicle stop and reinforcing the vehicle safety training.
 - Complements the training provided to their children so that safety practices can be reinforced both in the program and at home by the parent. [1310.21 (a), 1310.21 (c)]
- ___ ___ 27. Reasonable efforts are made to coordinate transportation resources with other human services agencies in the community. [1310.23 (a)]

TRANSPORTATION SERVICES CHECKLIST

Program Design and Management

YES NO

- ___ ___ 28. The agency assists as many families as possible who need transportation in order to attend the program in obtaining that transportation. [1310.10 (a)]
- ___ ___ 29. The specific types of transportation assistance being offered are made clear to all prospective families in the program's recruitment announcements. [1310.10 (b)]
- ___ ___ 30. If the agency has decided not to provide transportation services, either for or all or a portion of the children, the agency provides reasonable assistance to the families of such children to arrange transportation to and from its activities. [1310.10 (b)]
- ___ ___ 31. If the agency provides transportation through an arrangement with another organization or individual, the agency provides reasonable assistance to the families of such children to arrange transportation to and from its activities. [1310.10 (b)]
- ___ ___ 32. Each vehicle purchased after February 20, 2001 is a school bus or an allowable alternate vehicle equipped for use of height-and weight- appropriate child safety restraint systems and with a reverse beeper. [1310.10 (c)]
- ___ ___ 33. All accidents involving transportation services are reported in accordance with applicable State requirements. [1310.10(f)]
- ___ ___ 34. Where available in the State or jurisdiction, each driver has a valid Commercial driver's License (CDL) for vehicles in the same class as the vehicle the driver operates. [1310.16 (b) (2)]
- ___ ___ 35. In accordance with the applicant review procedures, bus driving records have been checked through the appropriate State agency, including the National Driver Register, if available in the State. [1310.16 (b) (2)]
- ___ ___ 36. Each bus driver has received a combination of classroom and behind- the - wheel training prior to transporting any child enrolled in the agency's program, and refresher training annually, on how to:
- Operate the vehicle safely and efficiently;
 - Safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;
 - Administer basic first aid;
 - Handle emergency situations, including vehicle evacuation procedures;
 - Operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;
 - Conduct routine vehicle maintenance and safety checks; and
 - Maintain accurate records as necessary. [1310.17 (a),1310.17 (b) (1)-(7)]
- ___ ___ 37. Bus drivers receive annual evaluations, which include an on-board observation of road performance. [1310.17(f) (1)]
- ___ ___ 38. At least one bus monitor is on at all times. [1310.15(c)]

Exception: Approval letter from the Head Start Bureau is required for an extension of the effective date of the portion of the Head Start regulation relating to bus monitors up to January 20, 2006.

TRANSPORTATION SERVICES CHECKLIST

Program Design and Management Cont...

YES NO

- ___ ___ 39. Each bus monitor has been trained prior to duty 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;
 - Pre- and post- trip vehicle check.[1310.17 (f)(2)]

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- ___ ___ 40. Each agency has identified the true cost of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the service. [1310.23(b) (1)]