



Subpart D-F Delegation, Facilities & Transportation

**Additional Section on Federal
Administrative Procedures
(Standards 1304.1 – 1305.2)**

Standard Operating Procedures

*Aligned with the 2016 Head Start
Program Performance Standards
(Standards 1303.30 – 1303.75)*

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SUBPART D – DELEGATION (Standards 1303.30)

See Performance Standards for delegating program operations. Not applicable to CSNT Head Start

SUBPART E – FACILITIES (Standards 1303.40)

See Performance Standards for the purchase of facilities using Head Start funds.

SUBPART F – TRANSPORTATION (Standards 1303.70)

PURPOSE (Standard 1303.70)

(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.

PROCEDURE

1. CNST Head Start implements the transportation regulations as required by HSPPS.

(b) Providing transportation services. (Standard 1303.70(b))

(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.

PROCEDURES

1. Each Campus must assist as many families as possible who need transportation in order for their children to attend the program.
2. When a Campus 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.
3. Each Campus 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.
4. Each Campus providing transportation services will make reasonable efforts to coordinate transportation resources with other agencies in its community in order to control costs and to improve the quality and the availability of transportation.
5. At a minimum, the agency must:
 - a. Identify the true costs of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the service;
 - b. Explore the option of participating in any coordinated public or private transportation systems existing in the community; and
6. 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.
7. Each Campus providing transportation services must ensure that all accidents involving vehicles that transport children receiving such services are reported in accordance with applicable State requirements; and
8. All bus accidents are immediately reported to Head Start Transportation manager, insurance representative for the county and the local Police department.

(c) Waiver. (Standard 1303.70(c))

(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 system 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.

PROCEDURE

1. CSNT Head Start follows 1303.70(c) when applying for a Transportation Waiver.

VEHICLES. (Standards 1303.71)

(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 extinguishers, and first aid kits.

(c) Auxiliary seating.

A program must ensure any auxiliary seating, such as temporary or folding jump seats, using 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 system 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 preventative 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 applicable FMVSS is included with the vehicle.

PROCEDURES

1. All of the Head Start school buses are equipped for use of height and weight appropriate child restraint systems, have reverse beepers and any other necessary equipment required by the 1302.71(a) of the HSPPS. The Transportation Department is in full compliance of the regulations concerning school buses and has no alternate vehicles for the program.
2. CSNT school buses are equipped with the following emergency equipment:
 - a. A two-way communication system for emergency or general use;
 - b. A charged fire extinguisher that is mounted near the driver's seat and a sign indicating the location;
 - c. A first aid kit and a sign indicating the location along with additional sanitation supplies located in the front entry of every bus; and,
 - d. Seat belt cutters are located in the drivers' area of every bus and a sign indicating its location.
3. CSNT buses do not have any type of auxiliary seating.
4. The Transportation Department has vendors in all counties in the service area to provide for mechanical needs of buses.
5. Staff ensure cleanliness of school buses
6. School buses have yearly inspections per Texas Department of Transportation Regulations
7. All repairs can be called in by phone and/or through two-way communication system to begin service within 24 hours
8. All bus drivers perform pre-trip inspections and log information in the daily inspection log located on every bus.
9. All new vehicles are inspected upon arrival to ensure that correct specifications have been made
10. The Transportation Coordinator follows the delivery procedures for delivery and new vehicles

VEHICLE OPERATIONS. (Standards 1303.72)

(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 vehicle the driver will be 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 in 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 a minimum:

(1) Disclosure by the applicant of all moving traffic violations, regardless of penalty;

(2) A check of the applicant's driving record through appropriate state agency, including a check of the applicant's record through the National Driver Register, if applicable;

(3) A check that drivers qualify under 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 vehicle used to provide such services includes as 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 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.

PROCEDURES

1. All children receiving transportation services on Head Start school buses must be securely fastened with a seat belt no matter their height or weight
2. No baggage or other materials except backpacks will be allowed to enter the bus
3. Children can only be picked-up/dropped off at the location designated on the enrollment application or on the most recent change of status form
4. Bus rosters are updated regularly to ensure that bus drivers have the most current information available
5. At least one Bus Monitor is used on all Head Start buses
6. Children will not be allowed to stand, walk, or play on a school bus at any time
7. Bus Drivers must have a valid state issued driver's license to drive their assigned bus (A Commercial Driver's License (CDL) may be required for some CSNT Head Start buses) before receiving employment as a bus driver
8. All applicants must meet physical and mental requirements to become a Bus Driver
9. CSNT will contract with a licensed doctor at the beginning of the school year to ensure that any personnel driving a school bus will have a complete Texas Department of Transportation physical prior to employment as a Bus Driver
10. All Bus Drivers must complete a background check and motor vehicle record check for moving traffic violations prior to employment
11. All Bus Drivers prior to transporting any children must receive a combination of classroom instruction and behind-the wheel instruction sufficient to enable each driver to:
 - a. operate the vehicle in a safe and efficient manner;
 - b. safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;
 - c. administer basic first aid in case of injury;
 - d. handle emergency situations, including vehicle evacuation procedures;
 - e. operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;
 - f. conduct routine maintenance and safety checks of the vehicle; and
 - g. maintain accurate records as necessary.
12. All Bus Drivers must receive refresher training courses including the topics listed in eleven (a) through (b) of this section and any additional necessary training to meet the requirements applicable in the State of Texas.

13. All Bus Drivers and any other staff that operate a school vehicle must receive annual training prior to the beginning of the school year.
14. Bus drivers, Transportation Coordinator, Bus Monitors or addition staff directly related to the Transportation Department will receive an annual evaluation in a one-on-one conference and an on-board observation that will be documented and discussed with the driver and/or monitor.
15. All Bus Drivers will receive instruction on the topics listed in 45 CFR 1303.75 Head Start Program Performance Standards for Children with Disabilities relating to transportation services for children with disabilities when a child with disabilities is in need of transportation services
16. Community Services of Northeast Texas, Inc. Head Start Disabilities Services provides school buses with wheelchair lifts, assistance devices or any special occupant restraints.
17. All Bus Monitors prior to performing their job duties will receive training on:
 - a. loading and unloading procedures;
 - b. how to use child restraint systems;
 - c. all forms and documents associated with transportation of children;
 - d. administer basic first aid in case of injury;
 - e. handle emergency situations, including vehicle evacuation procedures;
 - f. operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;
 - g. child pick-up and release procedures;
 - h. how to conduct pre- and post-trip vehicle checks; and
 - i. how to maintain accurate records as necessary

TRIP ROUTING. (Standards 1303.73)

(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.

PROCEDURES

1. All Head Start routes will not exceed 45 minutes beginning from when the first child is picked up
2. Head Start school buses will not be allowed to transport more than the legal capacity
3. Campus Directors will check the weekly bus roster's to determine if bus routes need to make additional trips to ensure that buses do not exceed the maximum amount of children being transported
4. School buses will not make "U" turns or back up unless it is necessary
5. Bus Monitors will assist the drivers anytime bus moves in any direction
6. Bus stops will be located where it will not cause traffic disruptions
7. Unless it is necessary, bus stops will be located where children do not have to cross streets or highways
8. In the event that it is necessary to cross a street or a highway the bus monitor will hand walk children to and from the bus.
9. Alternate bus routes have been established in case of construction or emergency.

SAFETY PROCEDURES. (Standards 1303.74)

(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 ringing.

(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.

PROCEDURES

1. The Head Start program will provide safety training for parents and children at the beginning of each school year that includes an evacuation drill
2. An orientation will be mandatory prior to the beginning of the school year for those desiring transportation services
3. Parents who enroll their children after the school year begins will be required to receive a 30-minute training on safety and sign a transportation agreement prior to their child receiving services
4. Training will include safe riding practices, bus stop procedures, locations of drop off/pickup and evacuation drills
5. Parents must escort children to bus pickup and drop-off location to receive transportation services
6. The Transportation Coordinator, or someone assigned to act on behalf of the Transportation Coordinator, will conduct at least two evacuation drills annually for each bus.

CHILDREN WITH DISABILITIES. (Standards 1303.75)

(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.

PROCEDURES

1. CSNT Head Start provides transportation services for children with disabilities
2. Children with disabilities will ride a regular Head Start school bus provided that a wheelchair lift or other special equipment is not necessary
3. Children with disabilities will receive driveway pickup and drop off services
4. Bus Drivers and Monitors transporting children with disabilities will receive additional training to ensure that they are mentally and physically prepared to deal with any situation.
5. CSNT Head Start will follow all special transportation requirements detailed within a child's IEP or IFSP

TRANSPORTATION FORMS:

State of Texas Form ST-2

Transportation Attendance Log.doc

Vehicle-Bus Inspection Logs.xls

Daily Vehicle Mileage Log.doc

Monthly Vehicle Cost Analysis.doc

New_Bus_Checklist.doc

FEDERAL ADMINISTRATIVE PROCEDURES (Standards 1304)

SUBPART A – MONITORING, SUSPENSION, TERMINATION, DENIAL OF REFUNDING, REDUCTION IN FUNDING, AND THEIR APPEALS (Standards 1304.1 to 1304.7)

(SEE STANDARDS)

SUBPART B – DESIGNATION RENEWAL (Standards 1304.10 to 1304.16)

(SEE STANDARDS)

SUBPART C – SELECTION OF GRANTEES THROUGH COMPETITION (Standards 1304.20)

(SEE STANDARDS)

SUBPART D – REPLACEMENT OF AMERICAN INDIAN AND ALASKA NATIVE GRANTEES (Standards 1304.30 to 1304.32)

(SEE STANDARDS)

SUBPART E – HEAD START FELLOWS PROGRAM (Standards 1304.40 to 1304.41)

(SEE STANDARDS)

PART 1305 – DEFINITIONS (Standards 1305.1 to 1305.2)

