



Navajo Head Start Support Services



Navajo Head Start, P.O. Box 3479 • Window Rock, Arizona 86515
• 928.871.6902, Fax 928.871.7866

Ben Shelly
President

Rex Lee Jim
Vice President

NHSPC-213-01-2014

RESOLUTION OF THE NAVAJO HEAD START POLICY COUNCIL

SUPPORTING AND APPROVING THE IMPLEMENTATION OF THE NAVAJO HEAD START ANNUAL REVISIONS OF THE POLICY AND PROCEDURES IN THE CONTENT AREAS OF FACILITIES, TRANSPORTATION AND PROPERTY FOR SCHOOL YEAR 2013-2014.

WHEREAS:

1. Pursuant to Resolution No. GSCMY-19-07. The Government Services Committee of the Navajo Nation Council approved the Plan of Operation for the Navajo Head Start is situated under the Executive Branch of the Navajo Nation government within the Division of Dine Education; and
2. Pursuant to 45 CFR 1304-1304.53. Program Governance and Appendix A. The Navajo Head Start Policy Council is duly elected and constituted Head Start Policy Council and an authorized entity of the Navajo Nation government; and
3. Pursuant to 45 CFR 1304.51(a)(1)(iii) Management Systems and Procedures-Program planning must include: the development of written plan(s) form implementing service in each of the program areas covered by this part (e.g., Early Childhood and Health Services, Family and Community Partnerships, and Program Design and Management); and
4. Pursuant to 45 CFR 1304.51(a)(2) All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed; and
5. Pursuant to 45 CFR 1304.51(h)(1) Reporting Systems: Grantee must establish and maintain efficient and effective reporting systems; and
6. Pursuant to SUBPART B 1310.10(a) Each agency must assist as many families as possible who need transportation in order for their child to attend the Head Start Program in obtaining transportation; and
7. Pursuant to 1304.53(a) (b) All Facilities materials and equipment supports the delivery of high quality services to all children and families. Creating a learning that is safe, accessible, welcoming, comfortable, age-appropriate, culturally sensitive and in keeping with the individual needs of children and families served; and
8. The purpose of Navajo Head Start is to promote the school readiness of low-income children by enhancing their cognitive, social and emotional development: (a) in a learning environment that

supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills and approaches to learning; and (b) through the provision to low-income children and their families of health, educational nutrition and other services based on the family needs assessment; and

9. The Navajo Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

NOW, THEREFORE BE IT, RESOLVED:

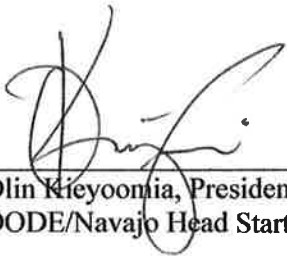
Navajo Head Start Policy Council Supports and Approves the implementation of the Navajo Head Start annual revisions of the Policies and Procedures for the Support Services Division, including Facilities, Transportation, and Property for the school year 2013-2014.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Navajo Nation Head Start Policy Council at a duly called meeting in Window Rock, Arizona at which a quorum was present and passed by a vote of 10 in favor and 0 opposed and 2 abstained, this 23rd day of January 2014.

Motion by: Rafael DeJesus

Second by: Ellen Cooley



Olin Kieyoomia, President
DODE/Navajo Head Start Policy Council



Ben Shelly
President

**DEPARTMENT OF DINÉ EDUCATION
THE NAVAJO NATION**

P.O. Box 670 · Window Rock, Arizona 86515
PHONE (928) 871 – 7475 · FAX (928) 871 – 7474



Rex Lee Jim
Vice-President

NNBEJA-NHS-005-2014

**RESOLUTION OF THE
NAVAJO NATION BOARD OF EDUCATION**

Approving the Implementation of the Navajo Head Start annual revision of policy & procedures (including forms, professional development, flow charts, and tracking) and Service Delivery plans 2013-2014 in the area of Facilities, Property, and Transportation Services.

WHEREAS:

1. The Health, Education, and Human Services Committee is the oversight committee for the Department of Diné Education and Navajo Nation Board of Education [2 N.N.C. § 401 (C)(1); 10 N.N.C. § 1(B)]; and
2. The Navajo Nation Board of Education (hereinafter the “Board”) is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. [10 N.N.C. § 106 (A)] The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the “Department”) [10 N.N.C. §106 (G)(3)]; and
3. The Department of Diné Education (hereinafter the “Department”) is the administrative agency within the Navajo Nation with responsibility and authority for implementing and enforcing the educational laws of the Navajo Nation. 2 N.N.C. §1801(B); 10 N.N.C. §107(A). The Department is under the immediate direction of the Navajo Nation Superintendent of Schools, subject to the overall direction of the Navajo Nation Board of Education. 10 N.N.C. §107(B); and
4. The Navajo Head Start (“NHS”) Program, which is located within the Department of Diné Education as approved by the Department’s Plan of Operation, Resolution No. GSCMY-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. §9801 *et seq.*, and applicable regulations; and,
5. The Navajo Nation is named the grantee and is responsible for ensuring compliance with the Head Start Act and performance standards in delivering the services to Navajo children and their families. The 2013-2014 Navajo Head Start Policy and Procedures and Service Delivery Plans is revised annually for implementation of Head Start/Early Head Start services
6. The Board acknowledges the Navajo Head Start Resolution #213-01-2014 passed on January 23, 2014, Approving the Navajo Head Start to implement the policy and procedures

BOARD OF EDUCATION

Jimmie C. Begay, President · Dolly C. Begay, Vice President · Dr. Bernadette Todacheene, Secretary
Members: Katherine D. Arviso · Rose J. Yazzie · Gloria Johns · Bennie Begay · Patrick D. Lynch
Timothy Benally, M.Ed, Acting Navajo Nation Superintendent of Schools

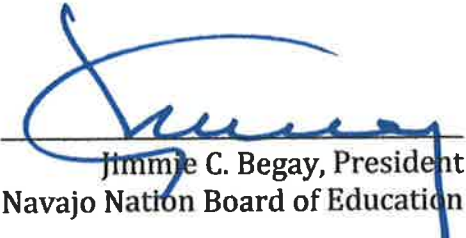
and service delivery plans, as it relates to services within the program; and Recommending Approval through the Navajo Nation Board of Education, and the Health, Education, and Human Services Committee of the Navajo Nation Council.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Navajo Nation Board of Education hereby approves the Navajo Head Start Policy and Procedures and Service Delivery Plans as the Navajo Nation's official position.
2. The Navajo Nation Board of Education further recommends that the Navajo Nation Superintendent of Schools or his designee(s) and other designated members of the Navajo Nation Council to advocate on behalf of the Navajo Nation consistent with the services stated in this resolution.
3. The Navajo Nation Board of Education hereby directs and empowers the Superintendent of Schools to take any actions deemed as necessary and proper to carry out the purposes of this resolution.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Board of Education of the Navajo Nation at a duly called meeting at Window Rock, Arizona (Navajo Nation) at which a quorum was present, motion by Rose J. Yazzie and seconded by Gloria Johns and that the same was passed by a vote of 5 in favor; 0 opposed; 0 abstained, this 29th day of January 2014.



Jimmie C. Begay, President
Navajo Nation Board of Education

The Navajo Nation Headstart Service Plan 2013-2014

| NAVAJO HEADSTART: FACILITIES, MATERIALS, AND EQUIPMENT | | | | | |
|--|---|---|--|--|------------------------------------|
| Goal: Navajo Head Start (NHS) will provide a safe and developmentally appropriate classroom materials, toys, furniture, and equipment. | | | | | |
| Standard | Objective | Plan of Action: Specific Tasks | Responsibility | Reference | Time Frame |
| 1304.53 bi-i | NHS will purchase, provide and arrange for sufficient equipment, toys, materials, and furniture to meet the needs of all enrolled children and program personnel and to include children with disabilities. | Program will support each child's learning experiences, through age-appropriate activities, safety, cultural background to address the individual needs and growth of the child. | Propty Supvr. ASO., Ed. Spec., | NN Property Policy & Procedure Handbook | Aug. 2013 July 2014 |
| | | <ul style="list-style-type: none"> a) Program will purchase equipment, toys, materials, and furniture based upon the inventory and purchase requisitions submitted by education personnel and to include children with disabilities and their adaptabilities. b) Program staff will submit and conduct an inventory assessment of their classroom to identify the equipment, toys, materials, and furniture as needed. c) Inventory will be inspected, compiled and prioritized by the education content personnel. <ul style="list-style-type: none"> i. Fiscal department will identify and secure funds to purchase the equipment, toys, materials, and furniture. ii. Program will inspect and inventory the availability of equipment, toys, materials, and furniture to finalize the order listing before proceeding with the procurement procedures. | Propty Supvr. Sr. Acct. ASO. Ed. Spec. Dis. Spec. Teacher & Staff, Propty Supvr., Ed Spec. | NN Purchasing Procurement Handbook Vendor Catalog | Aug. 2013 July 2013 |
| 1304.53 bi-iii | | | Teacher & Staff, Propty Supvr., Ed Spec. | Physical Inventory form | Aug. 2013 Dec. 2013 May 2014 |
| | | | Propty Supvr. Sr. Ed. Spec. Ed. Spec. Sr. Acct. Propty Supvr. | Physical Inventory form | Aug. 2013 Dec. 2013 May 2014 |
| | | | Propty Supvr., Sr Ed Spec. | Physical Inventory form Fiscal Mgmt. Policies & Procedures | Aug. 2013 May 2014 |

| | | | | |
|-------|--|--|---|--|
| iii. | Obtain price quotations for toys, equipment, materials, and furniture to be purchased. If needed, a justification letter will be written for vender selection. | Propty Supvr Sr. Acct. | NN procurement procedures Catalogs Vendors | Aug. 2013 May 2014 |
| iv. | Submit the finalized price quotations of the equipment, toys, materials, and furniture to the Fiscal Department to process Purchase Requisition (PR) along with three price quotations. | Propty Supvr, Sr Acct | Price Quotes Vendors Purchase Requisition | Aug. 2013 May 2014 |
| v. | Region will monitor copies of Purchase Requisitions (PR) on Purchase Requisition Tracking form. | Sr. Acct. Propty Supvr | Purchase Requisition PR Tracking | Aug. 2013 May 2014 |
| vi. | Fiscal Department will review and secure funds and log copies at Central Administration. | Prin. Acct. Assist Super. | NHS budget | Aug. 2013 May 2014 |
| vii. | Central Administration will review and approve PR and forward to Navajo Nation Purchasing Department with appropriate signatures. | Supt. of Dine Ed. Assist Super. | Purchase Requisition Price Quotes Vendor | Aug. 2013 May 2014 |
| viii. | PR signatures will include Superintendent Dine ED, and Assist superintendent will approved amount of purchase. 1) If total amount is less than \$4,001.00, the Agency Program Manager's will sign PR. 2) If the total amount is more than \$8,000.00 and less than \$15,000.00, the Department Superintendent will sign PR. 3) If the total amount is more than | ASO, . Propty Supvr ASO, . Propty Supvr Supt. of Dine Ed. Propty Supvr | Purchase Requisition Purchase Requisition Purchase Requisition | Aug. 2013 May 2014 Aug. 2013 May 2014 |
| | | | Purchase | Aug. |

| | | | Prin. Acct. Propty. Supvr. | Requisition | 2013 May 2014 |
|-------|--|--|-----------------------------------|---|-----------------------------|
| | | \$15,000.00, the Superintendent's will sign PR. | | | Aug. 2013 May 2014 |
| ix. | | Central Administration will review the availability of funds through the FMIS. | Contract Acctng. Ofc. Services | NHS Budget | Aug. 2013 May 2014 |
| x. | | PR is forwarded to Contract Accounting (CA) and is clocked in prior by Office Services for accountability. | Ofc. Services NN Property | Purchase Requisition | Aug. 2013 May 2014 |
| xi. | | Office Services will forward PR to Purchasing for a Purchase Order or Stationary Supply Order (SSO) to be issued for vendor. | Propty. Supvr. | Purchase Requisition Stationary Supply Order Purchase Order | Aug. 2013 May 2014 |
| xii. | | Original copy of PO is issued to the vendor and program will maintain a copy on file. | Prin. Acct. Propty. Supvr. | Purchase Order | Aug. 2013 May 2014 |
| xiii. | | Central Fiscal Management will inform Agency of PO and Agency will conduct follow up with vendor for delivery arrangement. | Propty. Supvr. | Purchase Order Shipment date | Aug. 2013 May 2014 |
| xiv. | | Upon delivery of the equipment, toys, materials, and furniture, Agency will inventory shipment and sign off on invoice. | NN Property Propty. Supvr. | Packaging list Receiving Record Physical Inventory | Aug. 2013 May 2014 |
| xv. | | All equipment and furniture will be tagged with a Navajo Nation Property | NN Property Propty. Supvr. | Purchase order # NN property tag | Aug. 2013 |

| | | |
|-----------------------------|---|--|
| | <p>Tag before it is distributed out to the classrooms or agency office.</p> | <p>May 2013 Aug. 2013 May 2014</p> |
| <p>xvi.</p> | <p>Agency will maintain serial numbers, description, of the equipment, blue property tags, cost of the equipment valued under \$5,000.00 and condition on the Physical Inventory of Equipment Form before dissemination to the classrooms for accountability.</p> | <p>Purchase Order Physical Inventory of Equipment form</p> |
| <p>xvii.</p> | <p>Agency will maintain serial numbers with red property tags for all equipment valued at \$5,000.00 or more before dissemination to the classrooms for accountability.</p> | <p>Aug. 2013 May 2014</p> |
| <p>xviii.</p> | <p>Agency will issue Receiving Records or Equipment Loan agreement before dissemination to the classrooms or agency office and obtain center staff signature.</p> | <p>Receiving Records Equipment Loan agreement</p> |
| <p>xix.</p> | <p>Copy of Receiving Record is filed in property binder at Agency and Center.</p> | <p>Aug. 2013 May 2014</p> |
| <p>d.)</p> | <p>Agency will provide a classroom with enriched materials and equipment to meet each individual's child needs and to include children with disabilities.</p> | <p>Receiving Record Property Binder</p> |
| <p>e.)</p> | <p>Education personnel will ensure safe storage of equipment, toys, materials, and furniture when not in use.</p> | <p>Aug. 2013 May 2014</p> |
| <p>1.</p> | <p>Agency will orientate center staff on procedures for requesting for janitorial</p> | <p>Physical Inventory Storage Shed</p> |
| <p>1304.53 b1iv-v</p> | <p>Accessible, attractive, and inviting to children and provide a variety of learning experience to encourage child's experiment and to explore.</p> | <p>Aug. 2013 May 2014</p> |
| <p>1304.53 b1vi-vii</p> | <p>Equipment, toys, materials, and furniture will be stored and secured.</p> | <p>Aug. 2013</p> |

| | | | | |
|---------------|--|---|--|---|
| 1304.53 b2 | <p>supplies, office supplies, teaching supplies, kitchen supplies and replenishing of the First Aid Kits.</p> <p>i. Center staff will submit a Supply Request Listing form from property binder to Agency.</p> <p>ii. Agency Property personnel will log in and track the Supply Request Listing form in property binder.</p> <p>iii. Agency will replenish materials needed upon availability and deliver to centers when needed.</p> <p>iv. Agency Property personnel will issue a Receiving Record with acceptable staff signature.</p> <p>v. Copy of the Receiving Record is filed in Agency and Center Property binder.</p> <p>E. All Early Head Start classrooms will provide a safe and age-appropriate equipment, toys, materials and furniture for all EHS children</p> | <p>Propty. Supvr.</p> <p>Propty. Supvr.</p> <p>Propty. Supvr.</p> <p>Propty. Supvr.</p> <p>Teacher EHS staff Propty. Supvr.</p> <p>EHS staff Propty. Supvr.</p> <p>Propty. Supvr. Dis. Spec. ASO. Ed. Spec.</p> | <p>Supply Request listing form Property binder</p> <p>Supply Request listing form Property binder</p> <p>Supply Request listing</p> <p>Receiving Record</p> <p>Receiving Record Property Binder</p> <p>Physical Inventory Supply Request</p> | <p>May 2014</p> <p>Aug. 2013 May 2014</p> <p>Aug. 2013 May 2014</p> <p>Aug. 2013 May 2014</p> <p>Aug. 2013 May 2014</p> <p>Aug. 2013 May 2014</p> <p>Aug. 2013 May 2014</p> |
|---------------|--|---|--|---|

| | | | | |
|-----------|---|--|---|---|
| 1304.53b3 | <p>periodic basis.</p> <p>F. All Early Head Start classrooms will provide a safe and nurturing environment to avoid the risk of Sudden Infant Death Syndrome (SIDS)</p> | <p>Propy. Supvr. Dis. Spec. ASO. Ed. Spec.</p> | <p>listing Physical Inventory Supply Request listing Equipment Loan form Purchase Requisition Purchase Order Receiving Record</p> | <p>2014 Aug. 2013 May 2014 Aug. 2013 May 2014</p> |
| 1308.7 | <p>Program will provide for children with disabilities with assistive devices for program and home usage.</p> <p>Special Equipments and Materials: NHS will purchase or lease of special services for program and home usage in an allowable expense. Assistive devices is made available when necessary to make it possible for a child to move, communicate, improve, functioning or address objectives.</p> | | | |

TRANSPORTATION POLICIES AND PROCEDURES

| Program Area | Policy ID | Policy Subject | CFR # |
|----------------|-----------|--|--|
| Transportation | TR01 | Provision of Transportation for Children | 1310.10 a-g |
| | TR02 | Child Restraint | 1310.11 |
| | TR03 | Maintenance of Vehicles | 1310.13 a-c |
| | TR04 | Inspection of New Vehicles at the Time of Delivery | 1310.14 |
| | TR05 | Operation of Vehicles | 1310.2a; 1310.15 a-d |
| | TR06 | School Bus Driver Qualifications | 1310.2a; 1304.52b; 1306.21; 1310.16 a-c |
| | TR07 | School Bus Monitor | 1310.17 a-f 2 |
| | TR08 | School Bus Routes | 1310.20 a-b 7 |
| | TR09 | Safety Education | 1310.21 a-e |
| | TR10 | Children with Special Needs | 1308; 1310.22 a-c 5 |
| | TR11 | Coordinated Transportation | 1310.23 a-b 3 |

Policy ID: NHSTR01

Subject: Provision of Transportation for Children

Performance Objective: Navajo Head Start (NHS) will provide/arrange safe transportation services utilizing school buses to, and from the Head Start center, and its activities.

Operational Procedures:

1. NHS has the responsibility to provide transportation services for all program sponsored activities. However, when a school bus is not available to provide transportation services, it must provide alternate transportation services. Transportation services information is outline in the Navajo Head Start Parental Consent Form and shall be explained to families at time of enrollment. Specific type of assistance may include:
 - a) Designated pick-ups and drop-offs locations.
2. NHS shall comply with all applicable Federal, State, local school bus operation regulations requirements when providing transportation services.
3. NHS' school buses used in providing transportation services must be equipped with:
 - a) A two-way radio system
 - b) a charged 5 lb ABC type Fire Extinguisher that is properly mounted near the driver's seat with a sign indicating its location.
 - c) a first aid kit with a sign indicating the location.
 - d) a body fluid clean-up kit with a sign indicating it location.
 - e) a seat belt cutter within the drivers reach and a sign indicating its location.
 - f) three-reflective triangles
4. NHS shall report all accidents involving school buses in accordance to the State, and local reporting requirements.

5. NHS shall ensure children are released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian.

6. All children will be released to individual per Navajo Head Start Child Authorization Release Form.

7. NHS shall maintain an updated children roster at all times.

a) The roster must not be left on the school bus while unattended.

Related Regulations: 1310.10; 1310.10 a; 1310.10 b; 1310.10 c; 1310.10 d; 1310.10 d 1; 1310.10 d 2; 1310.10 d 3; 1310.10 d 4; 1310.10 e; 1310.10 f; 1310.10 g.

Policy ID: NHSTR02

Subject: Child Restraint

Performance Objective Navajo Head Start (NHS) enrolled children will be placed in the appropriate child restraint while being transported to and from center and/or activity.

Operational Procedures:

1. School bus shall be utilized to transport children and will be equipped with approved height and weight child safety restraint.
2. Prior to transporting an enrolled child, all Head Start staff must receive the proper training in the installation and use of child restraint system.
3. Early Head Start enrolled infants and toddlers shall be transported by parents or legal guardian in an approved child safety seat.

Related Regulations: 1310.11

Policy ID: NHSTR03

Subject: Maintenance of Vehicles

Performance Objective: Navajo Head Start (NHS) shall maintain all vehicle in a safe operating condition at all times.

Operational Procedures:

1. Vehicles used to provide transportation services shall be maintained in safe operating condition at all times.
 - a) A thorough annual school bus inspection will be conducted by a state licensed organization or individual. Any school bus failing to meet inspection standards shall be put out of service until deficiencies have been corrected, thus re-issuance of new permit.
 - b) Preventive maintenance schedule from the Fleet Management Department shall to be adhered too throughout all five agencies.
 - c) All authorized driver are responsible to report any repairs needed to Fleet Management and/or Fleet Coordinator.
 - d) All vehicle accidents including shall be reported within 24-hours per Navajo Nation Risk Management procedures. Vehicle damages may include dents, scratches, and vandalism. All windshield and glasses damages will be reported using the Glass Breakage Form

Related Regulations: 1310.13; 1310.13 a; 1310.13 b; 1310.13 c.

Policy ID: NHSTR04

Subject: Inspection of New Vehicles at the Time of Delivery

Performance Objective: Navajo Head Start (NHS) shall ensure any vehicle transporting children must meet applicable Federal Motor Vehicle Safety Standards.

Operational Procedures:

1. NHS shall adhere to the Navajo Nation Purchasing and Procurement policies.
2. Vehicles providing transportation service will be inspected upon delivery.

Related Regulations: 1310.14

Policy ID: NHSTR05

Subject: Operation of Vehicles

Performance Objective: All Navajo Head Start (NHS) drivers must operate vehicles in a safe manner at all times.

Operational Procedures:

1. All operators shall possess a valid state issued Driver's License.
2. All school bus operators must possess a valid Commercial Drivers License with the Passenger and School Bus Endorsements.
3. Prior to operating a Navajo Nation vehicle, an operator must complete a defensive driving training course to obtain a Navajo Nation Vehicle Operators Permit.
4. Cellular phone usage by the school bus driver and the monitor will be strictly prohibited while the school bus is in motion. This includes hands free devices and other portable electronic devices (i.e. MP3, IPOD, hand

held game device.) Only in extreme emergency situation and after the school bus has stopped and is secured in a safe location, cellular phone usage will be permitted.

5. Cellular phone usage by all Navajo Head Start authorized drivers will also be prohibited while the vehicle is in motion.
6. School bus drivers and monitors are not allowed to consume food/drinks while the school bus is in motion.
7. A school bus monitor shall assist driver each and every time children/child are being transported.
8. All occupants must be properly seated and secured while the vehicle is in motion with the exception of the school bus monitor when assistance is needed.
9. A pre-trip inspection of the school bus will be conducted prior to the morning pickups and afternoon drop offs and/or each time the school bus has been idle and/or out of driver sight for more than three hours.
10. A post-trip inspection of the school bus shall be conducted after each use.
11. All inspections shall be documented at the time of inspection using the pre/post trip inspection form.
12. All operators of assigned vehicles shall maintain and record beginning and ending mileages using the Vehicle Usage Log Form.
13. All authorized operators will maintain and submit a monthly report to their Agency Fleet Coordinator consisting of the following documents:
 - a. Monthly Expenditure/Maintenance Report
 - b. Original fuel receipts (if any)
 - c. Vehicle Usage Log(s)
 - d. Pre/post trip School Bus Inspection Report (School buses only)

14. All operators shall maintain, record, and submit a separate report when issued a standby school bus or tribal vehicle, aside from regularly issued vehicle.

Related Regulations: 1310.2 a; 1310.15; 1310.15 a; 1310.15 b; 1310.15 c *Effective 1-20-2004*; 1310.15 d.

Policy ID: NHSTR06

Subject: School Bus Driver Qualifications

Performance Objective: Navajo Head Start (NHS) will ensure all school bus drivers meet and/or exceed minimum school bus drivers' requirements.

Operational Procedures:

1. All School Bus Drivers must meet the following requirements.
 - a) A valid Commercial Driver's License (CDL) with both, a passenger (P) and school bus (S) endorsements, for the state in which he/she is driving a school bus.
 - b) An original motor vehicle driving record must be submitted on date of hire and upon request.
 - c) A school bus driver certification number for Arizona.
 - d) A school bus driver certification certificate for New Mexico.
 - e) First Aide/CPR certification
 - f) Department of Transportation (DOT) Medical Examination with Medical Card and Navajo Head Start Health Examination.
 - g) Physical Agility Test (Arizona)
 - h) Federal and Tribal Background Clearance.
 - i) Navajo Nation Vehicle Operators Permit
2. All School Bus Drivers must receive annual refresher training according to Head Start Performance Standards 1310.17(d).
3. School Bus Driver must display the following characteristics:

- a) Physically and mentally fit
- b) Good moral character,
- c) Emotionally stable
- d) Positive influence over children.
- e) Mature judgment.
- f) Alertness and safe minded
- g) Calmness under emergency situations
- h) Even temperament.
- i) Must control and retrain the children respect.

4. Each school bus driver will be evaluated annually through and onboard observation of road performance by the Fleet Coordinator or a CDL licensed personnel.

Related Regulations: 1310.2 a; 1304.52 b; 1304.52 b 1; 1304.52 b 2; 1304.52 b 3; 1304.52 b 4; 1306.21; 1310.16; 1310.16 a; 1310.16 a 1; 1310.16 a 2; 1310.16 b; 1310.16 b 1; 1310.16 b 2; 1310.16 b 3; 1310.16 c.

Policy ID: NHSTR07

Subject: School Bus Monitor

Performance Objective: Navajo Head Start (NHS) school bus monitors must be knowledgeable and trained in accordance of regulations to ensure the safety of children while being transported on a school bus.

Operational Procedures:

1. A monitor will be required to be on the school bus anytime children are being transported to and from center and activities.
2. All Monitors shall possess an updated first aid and CPR certification.
3. All monitors will be trained and knowledgeable in the following:
 - a. Child pick-up and release procedures:
 - i. Child Boarding and Exiting
 - ii Child restraint system
 - iii Required documents

- b. Emergency response
- c. Emergency evacuation
- d. Use of emergency equipment
- e. Pre/post inspection

4. Verification of School Bus Monitor Training Form will be signed and dated for documentation.

5. Procedures and responsibilities for monitors are as following;

a) Child Pick and Release

- i. Monitor will ensure each child is signed in when boarding and signed out when exiting.
- ii. Monitors will ensure each child is released to ONLY the individuals listed on the NHS Child Authorization Release Form.

b) Child Boarding and Exiting

- ii. Monitor will step off the school bus at each stop to assist the child on and off the school bus.
- iii. Monitors will be courteous and display professionalism to Navajo Head Start families.

c) Child restraint system

- i. Prior to serving as a school bus monitor, all monitors must receive training on how to properly adjust the child restraint system.
- ii. Monitor will ensure each child is secured in the appropriate height and weight child restraint prior to school bus movement.

d) Required Documents

- i. Roster- Monitors will keep an up to date roster of currently enrolled NHS children.
- ii. NHS Child Authorization Release Form- Monitors will keep up to date as necessary.
- iii. Emergency Contact Information- the Child Authorization Release Form shall serve as emergency contact information document.
- iv. NHS Daily Sign-in/Sign out form- Monitor will ensure each child is signed in when boarding and signed out when exiting.

e) Emergency Response

- i. Monitors will have emergency telephone numbers to Head Start offices, local police department, fire and rescue department, and state poison control.

- f) Emergency Evacuation
 - i. Monitors must participate with all school bus evacuation drill conducted by the school bus driver each month.
- g) Use of Emergency Equipment
 - i. Use of two-way radio
 - ii. Use of emergency exits
 - iii. Use of fire extinguisher
 - iv. Use of reflective triangles
 - v. Use of seat belt cutter
- h) Pre/Post trip inspection
 - i. Monitors will be knowledgeable of a school bus pre and post inspection.
 - ii. Monitors to ensure no child is left behind on the school bus at end of every route or field trip.
- i) When backing is necessary for safety reason or due to physical barriers, the monitor shall exit the school bus to guide the driver.

Related Regulations: 1310.17; 1310.17 a; 1310.17 b; 1310.17 b 1; 1310.17 b 2; 1310.17 b 3; 1310.17 b 4; 1310.17 b 5; 1310.17 b 6; 1310.17 b 7; 1310.17 c; 1310.17 d; 1310.17 e; 1310.17 f; 1310.17 f 1; 1310.17 f 2.

Policy ID: NHSTR08

Subject: School Bus Routes

Performance Objective: Navajo Head Start (NHS) children's safety is the primary element in the planning and use of fixed school bus routes.

Operational Procedures:

1. The agency ensures that the following basic principles of trip routing are adhered to:

- a. The time a child is in transit to and from the Head Start or Early Head Start program does not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical.
 - b. School Bus Drivers must limit their wait at each house to three (3) minutes.
 - c. Parents/guardians or authorized adults are responsible for escorting their child/children to and from the school bus.
2. School buses are not to be loaded beyond the maximum passenger capacity at any time.
 3. School buses must not be required to back up or make "U" turns, except when necessary for reasons of safety 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 must be located to eliminate the need for children to cross the street to board or leave the vehicle.
 6. If children must cross the street before boarding or after leaving the vehicle because curbside drop off or pick up is impossible, they are escorted across the street by the school bus monitor.
 7. Specific procedures are 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, gas line breaks, and emergency road closers.
 8. An alternate school bus route must be available for use in case of an emergency, along with regular school bus route map.
 9. Adverse weather conditions: The primary concern in a weather emergency is to protect the safety of the children and to take no action that would increase the risk for injury to passengers.

- a. If local school district announces classes have been canceled due to weather conditions, the local head start center will also be canceled.

Related Regulations: 1310.20; 1310.20 a; 1310.20 b; 1310.20 b 1; 1310.20 b 2; 1310.20 b 3; 1310.20 b 4; 1310.20 b 5; 1310.20 b 6; 1310.20 b 7

Policy ID: NHSTR9

Subject: Safety Education

Performance Objective: Navajo Head Start (NHS) will ensure children and parent(s) receive education in pedestrian safety riding practices.

Operational Procedures:

1. The center provides educational development for children.
2. The center provides training in pedestrian safety for parents or legal guardians.
3. Pedestrian safety education for children and parents must be conducted within the first thirty days of the program year. (School days)
4. Topics for the pedestrian safety education:
 - a. Safe riding practices;
 - b. Safety procedures for boarding and exiting the school bus;
 - c. Safety procedures in crossing the street to and from the school bus at stops;
 - d. Recognition of the danger zones around the school bus;
 - e. Emergency evacuation procedures on the school bus.
 - f. Parents will be orientated to reinforce the importance of safe riding practices at home.
5. The agency shall ensure school bus evacuation drill is conducted every month during the program year in accordance to 1310.21 b (5) Head Start standard.

Related Regulations: 1310.21; 1310.21 a; 1310.21 b; 1310.21 b 1; 1310.21 b 2; 1310.21 b 3; 1310.21 b 4; 1310.21 b 5; 1310.21 c; 1310.21 c 1; 1310.21 c 2; 1310.21 d; 1310.21 e.

Policy ID: NHS TR10

Subject: Children with Special Needs

Performance Objective: Navajo Head Start (NHS) shall provide safe transportation services for all enrolled special needs children

Operational Procedures:

1. The program will adhere to transportation policies and procedures that are designed to transport enrolled children with special needs in accordance with Federal, State, Tribal and internal policies and regulations, accordance with the Individualized Education Plan, which applies to children 3-5 years of age, and or Individualized Family Service Plan, and applies to children 0-3 years of age.
2. The program will transport the enrolled child safely and correctly in accordance with the IEP and or IFSP plan.
3. School Bus Drivers and monitors will be a part of the IEP and or IFSP team planning for the child who is transported on the school bus.
4. School bus driver and monitor will be knowledgeable with wheel chair lift operation, when necessary.

Related Regulations: 1308; 1310.22; 1310.22 a *Effective 1-18-2006*; 1310.22 b; 1310.22 c; 1310.22 c 1; 1310.22 c 2; 1310.22 c 3; 1310.22 c 4; 1310.22 c 5

Policy ID: NHSTR11

Subject: Coordinated Transportation

Performance Objective: Navajo Head Start (NHS) will make reasonable efforts to coordinate transportation resources with other human services agencies in its community.

Operational Procedures:

1. The agency will make contacts with other transportation resources to coordinate quality transportation services which meet Head Start Transportation Performance Standards.

Related Regulations: 1310.23; 1310.23 a;

End of transportation policy.