



NAVAJO HEAD START TRANSPORTATION POLICIES AND PROCEDURES

Program Area:	Policy ID #:	Subject Policy:	45 CFR 1310 Regulations:
Transportation	TR 01	Provision of Transportation for Children	1310.10, a-g
	TR 02	Child Restraint Systems	1310.11
	TR 03	Maintenance of Vehicles	1310.13, a-c
	TR 04	Inspection of new vehicles at the time of delivery	1310.14
	TR 05	Operation of vehicles	1310.2, a , 1310.15, a-d
	TR 06	School Bus Driver Qualifications	1310.2a, 1304.52b, 1306.21, 1310.16, a-c
	TR 07	School Bus Monitor	1310.17, a-f 2
	TR 08	School Bus Routes	1310.20, a-b 7
	TR 09	Safety Education	1310.21, a-e
	TR 10	Children with Special Needs	1310.22, a-c 5, 1308
	TR 11	Coordinated Transportation	1310.23, a-b 3
	TR 12	Definitions	1310.3

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-off locations
2. NHS shall comply with all applicable Federal, State and local School bus operation regulation 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 its location
 - d) A body fluid kit with a sign indicating its location
 - e) A seat belt cutter within the driver’s reach and 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.
 - a) State School Bus Accident / Incident report
 - b) Navajo Nation Tribal Vehicle Accident form – to be submitted in 24 hours with driver’s memo to Risk Management
5. NHS shall ensure children are released to a parent or legal guardian or other individuals identified in writing by the parent or legal guardian. Authorized individuals shall sign-off for receiving the child / children
6. All children shall be released to individual per Navajo Head Start Child Authorization Release Form.
7. NHS shall maintain an updated children’s roster at all times.
 - a) The roster must not be left on the School bus while unattended
 - b) Children should wear name tags, Identification is important in a School bus emergency
 - c) Seating charts should be maintained and kept current for all routes
 - d) Charts are critical to assist emergency personnel determine which children were aboard after an accident / incident

Related Regulations: 1310.10; 1310.10a; 1310.10b; 1310.10c; 1310.10d, 1310.10d1; 1310.10d2; 1310d3; 1310d4; 1310.10e; 1310.10f; 1310.10g

POLICY ID: NHSTR02

Subject: Child Safety Restraints Systems

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 - weight appropriate Child Safety Restraint System
2. Prior to transporting an enrolled child, all Head Start staff must receive the proper training in the installation and use of Child Safety 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 vehicles in a safe operating condition at all times

Operational Procedures:

1. Vehicles used to provide transportation services shall be maintained in a 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) Preventative maintenance schedule from the Fleet Management Department shall be adhered to throughout all five agencies
 - c) All authorized drivers are responsible to report any repairs needed to Fleet Management Department and / or Fleet Coordinator
 - d) All vehicle accidents shall be reported within 24-hours per Navajo Nation, Risk Management procedures. Vehicle damages may include dents, scratches and vandalism. All windshield and glass damages will be reported using Glass Breakage Form.

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

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 services shall 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 Driver's License with the Passenger and School Bus endorsements
3. Prior to operating a Navajo Nation vehicle, an operator must complete a defensive driving course to obtain a Navajo Nation Vehicle Operator's permit.
4. Cellular phone usage by the School bus driver and the monitor is strictly prohibited while the School bus is in motion. This includes hands-free devices and other portable electronic devices (i.e. MP3, IPOD, handheld game devices). Only in extreme emergency situation and after the School bus has stopped and is secured in a safe location, cellular phone usage shall be permitted.
5. Cellular phone usage by all Navajo Head Start authorized drivers shall 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 a child / children 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 shall be conducted prior to the morning pick-ups and afternoon drop-offs and / or each time the School bus has been idle and / or out of driver's 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
 - c) Vehicle Usage Log (s)
 - d) Pre/post 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: 1310.2a; 1310.15; 131.15a; 1310.15b; 1310.15c; 1310.15d

POLICY ID: NHSTR06

Subject: School Bus Driver Qualifications

Performance Objective: All Navajo Head Start (NHS) shall ensure all School bus drivers meet and / or exceed minimum School bus driver's 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 licensed
 - b) An original motor vehicle driving record (MVR) must be submitted on the date of hire and /or upon request
 - c) A School bus driver certification number for state of Arizona
 - d) A School bus driver certificate for the state of New Mexico
 - e) First Aid / CPR
 - f) Department of Transportation (DOT) medical examination with medical card and Navajo Head Start health examination form
 - g) Physical Agility Test for Arizona
 - h) Federal and Tribal background clearances
 - i) Navajo Nation Vehicle Operator's permit
2. All School bus drivers must receive annual refresher training in accordance to Head Start Performance Transportation Standards, 1310.17(d)
3. School bus drivers 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 retain the children's respect

4. Each School bus driver will be evaluated annually for on-board observation of road performance by a CDL licensed personnel

Related Regulations: 1304.52b; 1304.52b1; 1304.52b2; 1304.52b3; 1304.52b4; 1306.21; 1310.2a; 1310.16; 1310.16a1; 1310.16a2; 1310.16b; 1310.16b1; 1310.16b2; 1310.16b3; 1310.16c

POLICY ID: NHSTR07

Subject: School Bus Monitor

Performance Objective: All Navajo Head Start (NHS) School bus monitors must be knowledgeable and trained in accordance to 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 Safety Restraint System
 - iii. Required documentation
 - 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 follows:

- a) Child pick-up 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 **ONLY** to the individuals listed on the NHS Child Authorization Release Form
- b) Child boarding and exiting:
 - i. Monitor will step off the School bus at each stop to assist the child get on and off the School bus
 - ii. Monitors will be courteous and display professionalism to all Navajo Head Start families
- c) Child Safety Restraint Systems:
 - i. Prior to serving as a School bus monitor, all monitors must receive training on how to properly adjust the Child Safety Restraint System
 - ii. Monitor shall ensure each child is secured in the appropriate height and weight Child Safety Restraint System prior to School bus movement
- d) Required Documents:
 - i. Roster – Monitors shall keep an up to date roster of currently enrolled NHS children
 - ii. NHS Child Authorization Release Form – Monitors shall 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 shall ensure each child is signed-in when boarding and sign-out when exiting
- e) Emergency Response:
 - i. Monitors shall have emergency telephone numbers to Head Start offices, local police departments, fire and rescue departments and State poison control centers
- f) Emergency Evacuation:
 - i. Monitors must participate with all School bus evacuation drills 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 inspections:
 - i. Monitors shall be knowledgeable of a School bus pre and post inspections
 - ii. Monitors shall assist on ensuring no child is left behind on the school bus at the end of each route or field trip
- i) When backing is necessary for safety reasons or due to physical barriers, the monitor shall exit the School bus to guide the driver

Related Regulations: 1310.17; 1310.17a; 1310.17b; 1310.17b1; 1310.17b2; 1310.17b3; 1310.17b4; 1310.17b5; 1310.17b6; 1310.17b7; 1310.17c; 1310.17d; 1310.17e; 1310.17f; 1310.17f1; 1310.17f2

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 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 (1) 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 enrolled children's house to three (3) minutes
 - c) Parents / Guardians or authorized individuals 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 for boarding or exiting the vehicle because curbside drop-off or pick-up is impossible, they are to be escorted across the street by the School bus monitor and / or parent
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 closures
8. An alternate School bus route must be available for use in case of an emergency along with regular School bus route with maps
9. During 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 of injury to passengers
 - a) If the local School district announces classes have been cancelled or delays due to weather conditions, the local Head Start center will also be cancelled or delayed for classes

Related Regulations: 1310.20; 1310.20a; 1310.20b; 1310.20b1; 1310.20b2; 1310.20b3; 1310.20b4; 1310.20b5; 1310.20b6; 1310.20b7

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 on pedestrian safety for parents and legal guardians
3. Pedestrian safety education for children and parents must be conducted within the first thirty (30) days of the program year (School days)
4. Topics for the pedestrian safety education are as follows:
 - 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 oriented to re-enforce 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 with Head Start Transportation Performance Standards, 1310.21b (5).

Related Regulations: 1310.21; 1310.21a; 1310.21b; 1310.21b1; 1310.21b2; 1310.21b3; 1310.21b4; 1310.21b5; 1310.21c; 1310.21c1; 1310.21c2; 1310.21d; 1310.21e

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

Operational Procedures:

1. 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 using the Individualized Education Plan (IEP) which applies to children (3-5 years of age) and /or Individualized Family Service Plan (IFSP) and applies to (0-3 years of age)
2. Program shall transport the enrolled child safely and correctly in accordance with the IEP and IFSP plans
3. School bus drivers and monitors will be part of the IEP or IFSP team for the child who is to be transported on the School bus

4. School bus driver and monitor shall be knowledgeable and trained on the wheel chair lift operation when necessary

Related Regulations: 1308; 1310.22; 1310.22a; 1310.22b; 1310.22c; 1310.22c1; 1310.22c2; 1310.22c3; 1310.22c4; 1310.22c5

POLICY ID: NHSTR11

Subject: Coordinated Transportation

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

Operational Procedures:

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

Related Regulations: 1310.23; 1310.23a

HEAD START TRANSPORTATION

TR 12

DEFINITIONS

- *Agency* as used in this regulation means a Head Start or Early Head Start or Delegate agency unless otherwise designated
- *Agency providing transportation services*: An agency providing transportation services, either directly or through another arrangement with a private or public transportation provider, to children enrolled in its Head Start or Early Head Start program
- *Allowable Alternate Vehicle*: A vehicle designed for carrying eleven or more people, including the driver that meets the Federal Motor Vehicle Safety Standards applicable to School buses, except 49 CFR 571.108 and 571.131
- *Bus Monitor*: A person with specific responsibilities for assisting the driver in ensuring the safety of the children while they ride, board or exit the vehicle and for assisting the driver during emergencies
- *Child Restraint System*: Any device designed to restrain, seat or position children who weigh 50 pounds or less which meets the requirements of Federal Motor Vehicle Safety Standards No. 213, Child Restraint Systems, 49 CFR 571.213.
- *Commercial Driver's License (CDL)*: A license issued by a State or other jurisdiction in accordance with the standards contained in 48 CFR part 383, to an individual which authorizes the individual to operate a class of Commercial Motor Vehicles.
- *Delegate Agency*: A local public or private non-profit or for-profit agency to which a Head Start or Early Head Start agency has delegated all or part of its responsibility for operation of a Head Start program.
- *Early Head Start Program*: A local public or private non-profit or for-profit agency or delegate designated to operate an Early Head Start program pursuant to Section 645A of the Head Start Act.
- *Early Head Start Program*: A program of services provided by an Early Head Start agency funded under the Head Start Act.
- *Federal Motor Vehicle Safety Standards (FMVSS)*: The National Highway and Traffic Safety Administration's standards for Motor Vehicle s and Motor Vehicle equipment (48 CFR Part 571) established under section 30111 of Title 49, United States Code.

- *Fixed Route:* The established routes to be traveled on a regular basis by vehicles that transport children to and from Head Start program activities and which include specifically designated stops where children board or exit the vehicle
- *Head Start Agency:* A local public or private non-profit or for-profit agency designated to operate a Head Start agency or delegate agency and funded under the Head Start Act.
- *National Driver Register:* The National Highway Traffic Safety Administration's automated system for assisting State driver license officials in obtaining information regarding the driving records of individuals who have been denied licenses for cause, had their licenses denied for cause, had their licenses cancelled, revoked or suspended for cause or have been convicted of certain serious driving offenses.
- *National Standards for School Buses and School Bus Operations:* The recommendations resulting from the eleventh National Conference on School Transportation, May 1990, published by the National Safety Council, Chicago, Illinois.
- *Reverse Beeper:* A device which automatically sounds an intermittent alarm whenever the vehicle is engaged in reverse.
- *School Bus:* a Motor Vehicle designed for carrying 11 or more persons (including the driver) and which complies with the Federal Motor Vehicle Safety Standards applicable to School Buses.
- *Seat Belt cutter:* A special device that may be used in an emergency to rapidly cut through the seat belt used on vehicles in conjunction with Child Restraint Systems.
- *State:* Any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States or any agency or instrumentally of a state exclusive of local governments.
- *Transportation Services:* The planned transporting of children to and from sites where an agency provides services funded under the Head Start Act. Transportation services can involve the pick-up and discharge of children at regularly scheduled times and pre-arranged sites, including trips between children's homes and program settings. The term includes services provided directly by the Head Start and Early Head Start grantee or delegate agency and services which such agencies arrange to be provided by another organization or an individual. Incidental trips, such as transporting a sick child home before the end of the day or such as might be required to transport small groups of children to and from necessary services, are not included under the term.
- *Trip Routing:* The determination of the fixed routes to be traveled on a regular basis for the purpose of transporting children to and from the Head Start or Early Head Start program or activities.