





| | | | | | |
|---|--|---|--|---|--|
|  | | DHS, Head Start Program Policy | |  HEAD START City of San Antonio Department of Human Services | |
| TRANSPORTATION 1 | | | | | |
| SUBJECT | | General Requirements | | | |
| REFERENCE | | Transportation | | | |
| EFFECTIVE | | 4/21/2016 | | | |
| Policy Council Approval: 7/25/17 | | Policy Council Revision: 7/25/17 | | Governing Body Approval: 9/28/17 | |
| | | | | Governing Body Revision: 9/28/17 | |
| PAGE: 1 of 1 | | | | | |

Policy:

Education Service Providers will develop and implement procedures to ensure the safe operations of vehicles used to transport children. These procedures must include:

- Provisions for emergency and safety equipment on board
- Vehicle maintenance
- Training and documentation of bus staff on emergency and safety procedures
- Trip routing
- Pick up and drop off children to and from campus
- Release of a child to designated adult

Performance Standard(s):
1303.71; 1303.72; 1303.73

| | | | | | |
|---|--|---|--|---|--|
|  | | DHS, Head Start Program Policy | |  | |
| TRANSPORTATION 2 | | | | | |
| SUBJECT | | Vehicle and Pedestrian Safety | | | |
| REFERENCE | | Transportation | | | |
| EFFECTIVE | | 4/21/2016 | | | |
| Policy Council Approval: 7/25/17 | | Policy Council Revision: 7/25/17 | | Governing Body Approval: 9/28/17 | |
| | | | | Governing Body Revision: 9/28/17 | |
| PAGE: 1 of 1 | | | | | |

Policy:

Education Service Providers will develop and implement procedures to instruct every child enrolled in the program on Vehicle and Pedestrian Safety. Instruction must be documented according to the *City of the San Antonio Data Entry and Benchmark Due Date Guide*.

Instruction must include:

- Emergency evacuation procedures
- Three bus evacuation drills
- Safe riding practices
- Safety procedures for boarding and leaving the vehicle and crossing the street
- Recognition of danger zones around the vehicle

Performance Standard:

1303.74



**DHS, Head Start Program
Policy**



TRANSPORTATION 3

| | | | |
|---|---|---|---|
| SUBJECT | Child Restraint Systems | | |
| REFERENCE | Transportation | | |
| EFFECTIVE | 4/21/2016 | | |
| Policy Council Approval: 7/25/17 | Policy Council Revision: 7/25/17 | Governing Body Approval: 9/28/17 | Governing Body Revision: 9/28/17 |



PAGE: 1 of 1

Policy:

Education Service Providers offering transportation services must ensure that each vehicle used to transport children is equipped with height- and weight-appropriate child safety restraint systems.

Performance Standards:

1303.71



| | | | | | |
|---|--|---|--|---|--|
|  | | DHS, Head Start Program Policy | |  HEAD START City of San Antonio Department of Human Services | |
| TRANSPORTATION 4 | | | | | |
| SUBJECT | | Children with Disabilities | | | |
| REFERENCE | | Transportation | | | |
| EFFECTIVE | | 4/21/2016 | | | |
| Policy Council Approval: 7/25/17 | | Policy Council Revision: 7/25/17 | | Governing Body Approval: 9/28/17 | |
| | | | | Governing Body Revision: 9/28/17 | |
| PAGE: 1 of 1 | | | | | |

Policy:

Education Service Providers must ensure that there are school buses or allowable alternative vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start program. Each Head Start and Education Service Provider must ensure compliance with the Americans' with Disabilities Act, the HHS Regulations at 45 CFR part 84, implating Section 504 of the Rehabilitation Act of 1973 and the Head Start Program Performance Standards on Services for Children with Disabilities as they apply to transportation services.

Performance Standard:

1303.75

| | | | | | |
|---|--|---|--|---|--|
|  | | DHS, Head Start Program Policy | |  | |
| TRANSPORTATION 5 | | | | | |
| SUBJECT | | Transportation Information | | | |
| REFERENCE | | Transportation | | | |
| EFFECTIVE | | 4/21/2016 | | | |
| Policy Council Approval: 7/25/17 | | Policy Council Revision: 7/25/17 | | Governing Body Approval: 9/28/17 | |
| | | | | Governing Body Revision: 9/28/17 | |
| PAGE: 1 of 1 | | | | | |

Policy:

Education Service Providers will develop and implement procedures to identify and document children receiving district transportation services. Documentation of the transportation services must be maintained in ChildPlus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide*.

Performance Standards:

1303.70(b)(1-3)