
	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
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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	Safety and Transportation		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 4/23/19	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

Education Service Providers will develop and implement procedures to instruct every child enrolled in the program on safety and transportation. Instruction must be documented according to the *City of the San Antonio Benchmark Due Date Guide*. Education Service Providers will maintain documents to reflect that safety and transportation information was provided to each child along with a copy of the curriculum and applicable lesson plans and activities.



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

All parents/guardians receive safety and transportation training and information during the review of the Head Start Parent Handbook and documented according to the applicable *ChildPlus Data Entry Guide*.

Performance Standard(s):

1303.74, 1302.46(b)(1)(v)



	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
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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		
TRANSPORTATION 4			
SUBJECT	Children with Disabilities		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 4/23/19	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

Education Service Providers must ensure 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.

Education Service Providers must ensure special transportation requirements in a child’s IEP 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.

Performance Standard:

1303.75

	DHS Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services
TRANSPORTATION 5			
SUBJECT	Transportation Information		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/28/20	Governing Body Approval: 9/28/17	Governing Body Revision: 8/13/20
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Policy:

Education Service Providers will develop and implement procedures to address the following:

- Identification of children and families in need of transportation services
- Steps to request transportation for children and families in need of transportation services
- Documentation of children receiving district transportation services

Head Start staff must ensure documentation of the transportation services is maintained in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide* and *applicable ChildPlus Data Entry Guide*.

Performance Standard(s):

1303.70(b)(1-3); 1303.71(a)