

**BUCHANAN COUNTY HEAD START**  
**TRANSPORTATION SYSTEM/SERVICES**

**Buchanan County Head Start offers transportation to seven (7) classroom centers and one (1) home-based center. The program assists as many families as possible that need transportation in order for their children to attend Head Start. Transportation is offered for the following:**

- **Center**
- **Socializations**
- **Home-Base outings**
- **Parent meetings**
- **Parent workshops**
- **Medical**
- **Dental**
- **Other family services**

**Vehicles transporting children to and from centers are equipped with:**

- **2-way communication system for vehicles to call for assistance in case of an emergency**
- **A charged fire extinguisher, properly mounted near driver's seat with sign indication location**
- **First aid kit with sign indicating location**
- **Appropriate height-and-weight-child safety restraints (harness/seat belts)**
- **Reverse beepers**
- **Other: reflectors to warn other vehicles in case of vehicle emergencies along the highway**

**There is at least one bus monitor on board at all times, with additional bus monitors provided as necessary, such as when needed to accommodate the needs of children with disabilities.**

**All monitors are responsible of receiving children on the bus and assist with children restraints and assisting the children off the bus. Monitors must observe children at all times. No child is to sit in the back of the bus, unless unavoidable, only then, if adult sits with the child. The driver and monitor checks the bus after each route to assure there is no child left on the bus.**

**Driver and bus monitor training is provided throughout the program year. Buchanan County Head Start provides pre-service training and in-service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills they need to fulfill their job responsibilities. The training is directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies.**

**All drivers receive a combination of classroom instruction and behind-the-wheel instruction sufficient to enable the driver to:**

- **Operate the vehicle in a safe and efficient manner**
- **Pre-and post-trip vehicle inspections**
- **Safe fixed route, including loading and unloading children, railroad crossings and performing other specialized driving maneuvers**
- **Administer basic first aid and CPR**
- **Vehicle evacuations (two evacuation drills 1<sup>st</sup> 30 days and monthly thereafter)**
- **Operate special equipment, such as wheelchair lifts, assistance devices or special occupant restraints**
- **Conduct routine maintenance and safety checks of the vehicle**
- **Maintain accurate records**
- **Methods for identifying and reporting child abuse and neglect**
- **Driver may never leave the vehicle to escort a child**

**An annual evaluation of each driver of a vehicle includes an on-board observation of road performance. The bus monitors receive training on:**

- **Child boarding and exiting**
- **Use of child restraints**
- **Maintain accurate records**
- **Response to emergencies**
- **Evacuation procedures**
- **Use of special equipment**
- **Child pick-up and release procedures**
- **Pre-and post-trip vehicle checks to ensure that there are no safety hazards and no child is left on the bus**

**Initial safety training is provided for parents and children within the first 30 days of the program year. The safety training is provided by:**

- **Parent orientation**
- **Classroom activities**
- **Bus projects**
- **Parent activity calendar (monthly)**
- **Evacuation drills**
- **Parent committee meetings**

**The training emphasizes the importance of parents escorting their children to the bus stop and other vehicle safety, also the importance of reinforcing the safety while at home or at school. The activities are developmentally appropriate, individualized and are integrated in the Head Start program activities**

**Children with disabilities are transported in the same vehicles used to transport other children enrolled in the Head Start program. Special transportation requirements are specified for children with disabilities when preparing the child's Individual Education**

**Plan (IEP) or Individual Family Service Plan (IFSP), and ensure that in all cases special transportation requirements in a child's IEP or IFSP are followed, including:**

- **Special pick-up and drop-off**
- **Special seating**
- **Special equipment**
- **Any special assistance that may be required**
- **Any special training for bus drivers and monitors**

**There is a vehicle available for children and families with disabilities**

**In a Head Start program, the bus is not just a vehicle to transport children; it is also a learning environment on wheels. This is an opportunity to create an extension of the classroom with activities that support the regular curriculum. With good planning, several learning activities can be properly sequenced from the time children board the bus until they exit. Children can learn about safety procedures along with continual support for their classroom learning.**

**The main priority of transporting children is SAFETY first. Safety begins with each individual. Working together and reinforcing safety rules and regulations can make the difference because it is Our Children, Our Future and Our Duty.**