

<b>Policy Number:</b> MON 004	<b>Title:</b> Transportation Monitoring
<b>Performance Standard:</b>	<b>Original Date:</b> 2006
<b>USD 418 BOE Policy:</b>	<b>Policy Council Approval/Revision:</b> 5/7/2013

**POLICY:**

Transportation Coordinator is responsible for monitoring ongoing safety and compliance of providers. Transportation Coordinator will ensure that transportation services are provided in accordance to Head Start performance standards as outlined in CFR 1304.

**PROCEDURE:**

<b>Action Monitored</b>	<b>Monitoring Tool</b>	<b>Frequency</b>	<b>Documentation</b>
Driver/Monitor Training	transportation training plan	Pre-Service and 3x per year Monthly Meetings	Pre-Service Training Agenda Meeting Agendas
Emergency Bus Evacuations	Bus Evacuation Forms	2. 3x per year	
Children signed on and off the bus	Parent sign on/off sheets, Bus Rosters, 1520	Daily and weekly	Parent sign on/off sheets completed daily, Turned in to Transportation Coordinator weekly
current Release to/Emergency Contacts	Contact/emergency folder, Child Plus 1520's, Bus Monitor Review forms	At enrollment, prior to attendance, updated as needed	Contact/emergency folder, Child Plus 1520's, Bus Monitor review
Overall compliance with Performance Standards	Annual Compliance Survey	annually	
Bus inspections	Annual Compliance Survey	1x per year	Annual Compliance Survey
Annual Compliance Survey	Completed Annual Compliance Survey, site visits, emails and letters	1x per year	Follow-up as necessary documented on Survey
Trip Routing	Copy of routes,	As needed	Bus Routes
Child Restraint systems	Owner/user's manual Hwt/Wt data from child plus	Ongoing/as needed	Owner/user's manual, child plus health information
Monitors assigned	Annual bus assignments	Annually	Annual compliance survey

Pedestrian safety training	Child Plus documentation, safety curriculum data sheet, classroom lesson plan, parent orientation notes/agenda	Annually and ongoing	Child Plus documentation, safety curriculum data sheet, classroom lesson plan, parent orientation notes/agenda
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