

Policy Number: TRA 003	Title: Transportation Procedures
Performance Standard: 1303.70	Original Date: 8/2006
USD 418 BOE Policy:	Policy Council Approval/Revision: 2/2018

POLICY:

In order to assure a safe and secure transportation system, and to meet new requirements imposed at the federal level, the following procedures will be implemented.

PROCEDURE:

- 1) All children will be secured in approved child safety restraint systems while riding on the Head Start and Early Childhood buses.
- 2) Children will not be transported until their parents/guardians have received an orientation to the transportation system.
- 3) Families must make permanent arrangements for pick up and drop off locations, even if they have variable work schedules. Responsibility for arranging daily transportation belongs with the family, not the program, and the program will not be able to respond to short term, daily changes.
- 4) Changes in transportation must be requested through the Transportation Coordinator or Lead Transportation person, not through the bus driver. Bus drivers will not respond to parent/guardian requests for changes of address, but will; refer those to the appropriate center personnel.