

**The Chickasaw Nation Head Start
Transportation Service Plan
2007-2008**

§ 1310.10 General.

(a) Each agency must assist as many families as possible who need transportation in order for their children to attend the program in obtaining that transportation.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
Head Start transportation offers transportation to all students within city limits and rural routes according to time allotted and current enrollment. The transportation manager and center supervisor will review the route to ensure efficiency.	HD, TM, CS, BD	Beginning of and throughout school year	Completed Bus attendance records and pre-trip inspection forms	Bus attendance record form, buses, bus drivers	Quality transportation services to Head Start children

(b) When an agency has decided not to provide transportation services, either for all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities. The specific types of assistance being offered must be made clear to all prospective families in the program's recruitment announcements.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
N/A					

(c) Each agency providing transportation services is responsible for compliance with the applicable requirements of this Part. When an agency provides transportation through another organization or an individual, the agency must ensure the compliance of the transportation provider with the requirements of this part.

Action	Person/Team	Timeframe	Documentation and Resource	Resources	Outcomes
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Steps	Responsible		Indicators	Needed	
N/A					

- (d) Each agency providing transportation services must ensure that each vehicle used in providing such services is equipped with:
- 1) A communication system to call for assistance in case of an emergency;
 - 2) Safety equipment for use in an emergency, including a charged fire extinguisher that is properly mounted near the driver's seat and a sign indicating its location;
 - 3) A first aid kit and a sign indicating the location of such equipment; and
 - 4) A seat belt cutter for use in an emergency evacuation and a sign indicating its location.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
Each bus used for transportation by the Chickasaw Nation Head Start program is equipped with (1) a cell phone, (2) a charged fire extinguisher, (3) a body fluid cleanup kit, (4) a first aid kit and (5) two seat belt cutters -- all of which are clearly marked for identification.	TM, BD, CS, BM	Whenever bus is being used	Completed Pre-trip inspection form, PRISM Transportation Checklist, bus driver observation form, monthly bus check form	Cell phone, fire extinguisher, body fluid clean-up kit, seat belt cutters, first aid kit	Safe buses for transporting children

- (e) Each agency providing transportation services must ensure that any auxiliary seating, such as temporary or folding jump seats, used in vehicles of any type providing such services are built into the vehicle by the manufacturer as part of its standard design, are maintained in proper working order, and are inspected as part of the annual inspection required under 1310.13(a) of this subpart.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
All seats in the Head Start buses	TM, BD, LM	Daily,	Completed Pre-trip	Pre-trip inspection	Safe buses for

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are (1) installed by the manufacturer, (2) maintained in proper working order and are (3) inspected daily and annually as part of the federally required annual inspection. (See Section 1310.13)		annually	inspection form, completed PM and quarterly inspection forms, copy of D.O.T. inspection	forms, PM and quarterly PM inspection forms, D.O.T. inspection, truck repair shop, licensed mechanic	transporting children
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(f) Each agency providing transportation services must ensure that all accidents involving vehicles that transport children receiving such services are reported in accordance with applicable State requirements.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
All accidents involving Head Start transportation vehicles are reported in accordance with state requirements.	HS, TM	anytime	completed automobile accident form, police report	Automobile accident form	Compliance with state laws

(g) Each agency must ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian. This regulation applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle. Agencies must maintain lists of the persons, including alternates in case of emergency, and up-to-date child rosters must be maintained at all times to ensure that no child is left behind, either at the classroom or on the vehicle at the end of the route.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
An up-to-date Head Start child roster including pick-up and drop-off times is	BD, BM	Anytime bus is in use	Bus attendance record, emergency	Bus attendance record forms,	Children being delivered to the

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located next to the driver, and the driver must ensure that the children are released only to a parent or legal guardian or other individual identified in writing by the parent or legal guardian. Classrooms contain separate folders for each child including all emergency contact information.			contact numbers, pick-up lists	emergency contact forms, pick-up list forms	proper parent or guardian. Being able to contact the parent or guardian in case of emergency
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§ 1310.11 Child Restraint Systems.

Effective January 20, 2004, each agency providing transportation services must ensure that each vehicle used to transport children receiving such services is equipped for use of height- and weight-appropriate child safety restraint systems.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
CamHarness child restraint systems were installed in all of the Head Start buses in June of 2004.	TM	June of 2004 *deadline was changed to June 2004	Completed Bus Maintenance form, invoices for purchased restraints, pre-trip inspection forms	Child restraints, tools for installing restraints	Children being safely restrained in bus while being transported

§ 1310.12 Required Use of School Buses or Allowable Alternate Vehicles.

- (a) Effective January 18, 2006, each agency providing transportation services must ensure that children enrolled in its program are transported in school buses or allowable alternate vehicles that are equipped for use of height- and weight-appropriate child restraint systems, and that have reverse beepers. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.

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Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
Head Start buses are equipped with height- and weight appropriate child restraint systems. All Head Start buses are equipped with reverse beepers	TM, BD	Restraints were installed in June 2004. Reverse beepers were installed before Jan. 2002	Completed Bus Maintenance form, invoices for purchased restraints, completed pre-trip inspection form	Reverse beepers, child restraints	Safer transportation services

(b) Effective February 20, 2001, each Head Start and Early Head Start agency receiving permission from the responsible HHS official to purchase a vehicle with grant funds for use in providing transportation services to children in its program or a delegate agency's program must ensure that the funds are used to purchase a vehicle that is either a school bus or an allowable alternate vehicle and is equipped:

- 1) For use of height- and weight-appropriate child restraint systems; and
- 2) With a reverse beeper.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
The Chickasaw Nation Head Start program will only seek bids from companies in which the bus is equipped with safety features which include a reverse beeper, height- and weight-appropriate restraints and a crossing arm on the front of the bus.	HD, TM	Before buying new buses	Copy of bid from bus dealer showing specifications of bus, completed pre-trip inspection form	Bus bids showing bus specifications, pre-trip inspection forms	Safer buses

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(c) As provided in 45 CFR 1310.2(a), paragraph (b) of this section does not apply to vehicles purchased for use in transporting children served under the home-based option for Head Start and Early Head Start.

§ 1310.13 Maintenance of Vehicles.

Each agency providing transportation services must ensure that vehicles used to provide such services are maintained in safe operating condition at all times. The organization operating the vehicle must establish and implement procedures for:

(a) A thorough safety inspection of each vehicle on at least an annual basis through an inspection program licensed or operated by the State;

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
Each bus receives a federal annual inspection by licensed mechanics.	TM, LM	Annually	Inspection invoice	D.O.T. inspection form, truck repair shop, licensed mechanic	Safer buses

(b) Systematic preventive maintenance on such vehicles; and

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
The Transportation manager does a monthly inspection of each bus, checking engine fluid levels, tires, lights and overall condition of bus. Each quarter the TM completes a quarterly checklist which is a 31-point inspection that checks fluid	TM	Monthly, quarterly and every 3000 miles	Completed Monthly Vehicle Checklist, Quarterly PM checklist and PM checklist, vehicle maintenance reports	Monthly vehicle checklist form, PM forms, supplies for maintaining belts, hoses, fluid levels, oil and oil filters, tires, etc.	Buses that are in good working condition

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levels, tires, lights, brakes, belts, suspension, hoses, mirrors, restraints, electrical components, cooling system, exhaust system, safety equipment, etc.					
Oil changes are performed every 3000 miles.					

(c) Daily pre-trip inspection of the vehicles by the driver.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
Head Start buses are inspected daily by the drivers to ensure that everything is in working order. A checklist is used for the pre-trip inspection, as well as a post-trip inspection at the end of the trip. When a problem is uncovered, the drivers are to notify the transportation manager immediately and the problem will be corrected.	BD, TM	daily	Completed Pre-trip Inspection Checklist, filled out Bus Maintenance Report	Pre-trip inspection forms, bus maintenance reports	Buses that are in good working condition

§ 1310.14 Inspection of New Vehicles at the Time of Delivery.

Each agency providing transportation services must ensure that bid announcements for school buses and allowable alternate vehicles for use in transporting children in its program include the correct specifications and a clear statement of the vehicle's intended use. Such agencies must ensure that there is a prescribed procedure for examining such vehicles at the time of

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delivery to ensure that they are equipped in accordance with the bid specifications and that the manufacturer's certification of compliance with the applicable MFVSS is included with the vehicle.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
<p>The Chickasaw Nation Head Start transportation manager obtains bids from three different vendors, and the transportation manager along with the Chickasaw Nation purchasing manager determine which vendor can provide the best product for the best price.</p> <p>All vehicles are inspected upon delivery by the transportation manager to ensure all equipment is accounted for, all safety features are in place, and the bus is designed for Head Start children.</p>	TM, purchasing manager	Before buying new buses	Copy of bid from bus dealer, bus invoices	Bus bid, invoices	Head Start receives buses that are properly equipped to transport 3 and 4 year old children

§ 1310.15 Operation of Vehicles.

Each agency providing transportation services, either directly or through an arrangement with another organization or an individual, to children enrolled in its program must ensure that:

(a) On a vehicle equipped for use of such devices, any child weighing 50 pounds or less is seated in a child restraint system appropriate to the height and weight of the child while the vehicle is in motion.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
The Chickasaw Nation Head Start	TM, BD, BM	daily	Completed Bus driver	Child restraints,	Children are safely

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vehicles are equipped with child restraint systems appropriate to height and weight for the child any time the vehicle is in motion.			observation checklist, Transportation Handbook	bus driver observation forms	restrained during transportation
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(b) Baggage and other items transported in the passenger compartment are properly stored and secured, and the aisles remain clear, and the doors and emergency exits remain unobstructed at all times.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
The Chickasaw Nation Head Start bus aisles are kept clear. Children keep their backpacks and other items under their seat. If a child fails to comply with this policy, the bus monitor secures the child's items.	BD, BM	daily	Completed Bus driver observation checklist, Transportation Handbook, PRISM Transportation Services Checklist	Bus driver observation form, PRISM Transportation Services Checklist	Bus occupants are able to evacuate bus in case of accident or emergency

(c) Effective January 20, 2004, 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. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
The Chickasaw Nation Head Start has a policy that each Head Start bus will have at least one bus monitor on board at all times,	TM, BD, CS	daily	Transportation Handbook	Bus monitors	Children are attended to when needed

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with additional bus monitors if needed for children with disabilities.					
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(d) Except for bus monitors who are assisting children, all vehicle's occupants must be seated and wearing height- and weight-appropriate safety restraints while the vehicle is in motion.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
The Chickasaw Nation Head Start bus monitors are to wear restraints when the vehicle is in motion, unless a child requires their attention. Additionally, as noted above, all children are buckled before departure and remain so until time to exit the bus. The bus driver also uses seat belts.	BD, BM	daily	Transportation Handbook	Vehicle restraints	Vehicle's occupants are safer while in transit

§ 1310.16 Driver Qualification.

(a) Each agency providing transportation services must ensure that persons who drive vehicles used to provide such services, at a minimum:

(1) In States where such licenses are granted, have a valid Commercial Driver's license (CDL) for vehicles the driver will be operating; and

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes

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The Head Start program makes sure that all drivers have a CDL license and a school bus endorsement before transporting children. If they don't have proper license they will be provided the training needed to acquire the proper license to drive the type of buses that the Head Start uses	BD, TM	Before transporting children	CDL license, Bus Driving Certificate	Driver examiners, bus driving schools	Qualified bus drivers
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(2) Meet any physical, mental, and other requirements established under applicable law or regulation as necessary to perform job-related function with any necessary reasonable accommodation.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
A medical examination will be performed by a licensed doctor of medicine establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations. A drug test is also required.	TM, BD	yearly	Health certification completed by a physician	Physicians, health certificate forms	Healthy drivers that are fit to drive and perform driving duties

(b) Each agency providing transportation services must ensure that there is an applicant review process for use in hiring drivers, that applicants for drivers positions must be advised of the specific background checks required at the time application is made, and that there are criteria for the rejection of unacceptable applicants. The applicants review procedure must include. At minimum:

(1) All elements specified in 45 CFR1324.52(b), with additional disclosure by the applicant of all moving traffic violations, regardless of penalty;

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(2) A check of the applicant's driving record through the appropriate State agency, including a check of the applicant's record through the National Driver Register, if available in the state; and

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
All applicants and employees of the Chickasaw Nation Head Start Program who possess a CDL will be subject to a yearly inspection of driving records. Upon application, they must also pass a criminal history check and a driver's license check with the state of Oklahoma and any other state in which they have lived.	TM, HR	yearly	MVR from Dept. of Public Safety, copy of background check, copy of background checks of drivers	Letters to dept. of Public Safety requesting a MVR on drivers, background checks	Drivers who are qualified to drive

(3) After a conditional offer of employment to the applicant and before the applicant begins work a driver must receive a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
A medical examination will be performed by a licensed doctor of medicine establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations. A drug test is also required.	TM, BD	Before transporting children, annually	Health certificate completed by a physician	Physician, health certificate form	Drivers who are physically fit and drug free to perform driving duties

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(c) As provided in 45 CFR 1310.2(a), this section does not apply to transportation to children served under home- based option for Head Start and Early Head Start.

§ 1310.17 Driver and Bus Monitor Training.

(a) Each agency providing transportation services must ensure that persons employed to drive vehicles used in providing such services will have received the training required under paragraphs (b) and (c) of this section no later than 90 days after the effective date of this section as established by 1310.2 of this part. The agency must ensure that drivers who are hired to drive vehicles used in providing transportation services after the close of the 90 days period must receive the training required under paragraphs (b) and (c) prior to transporting any child enrolled in the agency’s program. The agency must further ensure that at least annually after receiving the training required under paragraphs (b) and (c), all drivers who drive vehicles used to provide such services receive the training required under paragraphs (b) and (c), all drivers who drive vehicles used to provide such under paragraph (d) of this section.

(b) Drivers must receive a combination of classroom instructions and behind-the-wheel instruction sufficient to enable each driver to:

- (1) Operate the vehicle in a safe and efficient manner;
- (2) Safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;
- (3) Administer basic first aid in case of injury;
- (4) Handle emergency situations, including vehicle evacuation procedures;
- (5) Operate any special equipment, such as wheelchair lifts, assistance devices and special occupant restraints;
- (6) Conduct routine maintenance and safety checks of the vehicle; and
- (7) Maintain accurate records as necessary.

(c) Drivers must also receive instructions on the topics listed in 45 CFR 1304.52(k)(1),(2) and (3) (i) and the provisions of the Head Start Program Performance Standards for children with Disabilities (45CFR 1308) relating to transportation services for children with disabilities,

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
Each Head Start bus driver must complete a 25-hour school bus	TM, BD	Before transporting children	CDL license with school bus driving endorsement, school bus driving certificate from	School bus driving class, certified	Bus drivers who are properly licensed and trained to drive a

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driving school before transporting any children			the state, sign-in sheets from trainings	instructor, first aid classes	school bus and handle any emergency situation
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(d) Drivers must receive refresher training courses including the topics listed in paragraphs (b) and (c) of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
All Head Start drivers receive refresher classes throughout the year during team trainings and pre-service trainings	TM	Throughout the year	Sign-in sheets from the trainings	Handouts, sign-in sheets, buses, special needs bus, wheelchair, wheelchair tie-downs, bus record forms	Drivers are receiving ongoing training on bus driving and how to handle emergency situations

(e) Each agency providing transportation services must ensure that drivers who transport children receiving the services qualify under the applicable driver training requirements in its State.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
Each driver qualifies for and receives a school bus driving certificate from the state	BD, TM	Before transporting children and every 5 years after that	School bus driving certificate from the state	School bus driving certificate application	All drivers are certified by the state to drive school buses

(f) Each agency providing transportation services must ensure that:

- (1) The annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance;

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Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
The transportation manager performs an on-board observation of each driver annually	TM	annually	Completed bus driver observation form	Bus driver observation form	Drivers receive ongoing monitoring to ensure that they are performing their driving duties correctly

and

(2) Before bus monitors assigned to vehicles used to provide such services begin their duties, they are trained on child boarding and exiting procedure, use of child restraint systems, any required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre- and post-trip vehicle check.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
Bus monitors receive training at team trainings and pre-service trainings on boarding and exiting, child restraint, emergencies, evacuations, special equipment, pick-up and release procedures, pre and post trip, first aid, routine bus maintenance and how to complete paperwork	TM, BD,CS	Before monitoring duties and throughout the year	Certificate of completion at trainings, sign-in sheets for each training	Sign-in sheets, certificates	Monitors who are qualified to perform their job duties

Subpart C -Special Requirements

§ 1310.20 Trip Routing

(a) Each agency providing transportation services must ensure that in planning fixed routes the safety of the children being transported is the primary consideration.

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- (b) The agency must also ensure that the following basic principles of trip routing are adhered to:
- (1) The time a child is in transit to and from the Head Start or Early Head Start program used not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical.
 - (2) Vehicles must not be loaded beyond the maximum passenger capacity at any time.
 - (3) Vehicles must not be required to back up or make “U” turns, except when necessary for safety or because of physical barriers.
 - (4) Stops must be located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle.
 - (5) When possible, stops must be located to eliminate the need for children to cross the street or highway to board or leave the vehicle.
 - (6) If children must cross the street before boarding or after leaving the vehicle because curbside drop off or pick up is impossible, they must be escorted across the street by the bus monitor or another adult.
 - (7) Specific procedures must be established for use of alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks, or emergency road closing, In selecting among alternatives, transportation providers must choose routes that comply as much as possible with the requirements of this section (a). Each agency providing transportation services must ensure that in planning fixed routes the safety of the children being transported is the primary consideration.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
The transportation manager will include in the bus driver’s manual and training, instructions that will ensure that the following basic principles of trip routing are adhered to: (1) The time a child is in transit to and from the Head Start or Early Head Start program is not to exceed one hour unless there is no shorter route available or any	TM, BD	Continual	Transportation handbook, bus driver observation forms, PRISM Transportation Checklist	PRISM Transportation Services Checklist forms, driver observation checklist forms	The Head Start transportation procedures will ensure that the children are transported in the safest way possible

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<p>alternative shorter route is either unsafe or impractical.</p> <p>(2) Vehicles must not be loaded beyond the maximum passenger capacity at any time.</p> <p>(3) Vehicles must not be required to back up or make “U” turns, except when necessary for safety or because of physical barriers.</p> <p>(4) Stops must be located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle.</p> <p>(5) When possible, stops must be located to eliminate the need for children to cross the street or highway to board or to leave the vehicle.</p> <p>(6) If children must cross the street before boarding or after leaving the vehicle because curbside drop off or pick up is impossible, they must be escorted across the street by the bus monitor or another adult.</p> <p>(7) Specific procedures must be established for use of alternate routes in the case of hazardous conditions that could affect the safety of the children who are</p>					
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<p>being transported, such as ice or water build up, natural gas line breaks or emergency road closing, In selecting alternatives, transportation providers must choose routes that comply as much as possible with the requirements of this section.</p>					
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§ 1310.21 Safety Education.

(a) Each agency must provide training for parents and children in pedestrian safety. The training provided to children must be developmentally appropriate and an integral part of program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must be provided within the first thirty days of the program year.

(b) Each agency providing transportation services, directly or through another organization or individual, must ensure that children who receive such services are taught

- (1) Safe riding practices;
- (2) Safety procedures for boarding and leaving the vehicle;
- (3) Safety procedures in crossing the street to and from the vehicle at stops;
- (4) Recognition of the danger zones around the vehicle; and
- (5) Emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.

(c) Each agency providing transportation services must provide training for parents that:

- (1) Emphasizes the importance of escorting their children to the vehicle stop and training provided to children regarding vehicle safety; and

(2) Complements the training provided to their children so that safety practices can be reinforced both in Head Start and at home by the parent.

(d) Each agency providing transportation services must ensure that at least two bus evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year.

(e) Each agency providing transportation services must develop activities to remind children of the safety procedures. These activities must be developmentally appropriate, individualized and be an integral part of the Head Start or Early Head Start program activities

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
<p>The Chickasaw Nation Head Start transportation manager and/or teacher will provide training for parents and children in pedestrian safety. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must be provided within the first 30 days of the program year. The Chickasaw Nation Head Start program will ensure that children who receive such services are taught:</p> <ul style="list-style-type: none"> (1) safe riding practices; (2) safety procedures for boarding and leaving the vehicle; 	<p>TM,CS</p>	<p>Within the first 30 days of school and throughout the year</p>	<p>Sign-in sheets from parent orientation, workbooks for children, bus evacuation forms</p>	<p>“Toby Tire” and “The Safety Squadron Rides the School Bus” safety training videos and activity books for the children. “A Safe Bus Ride: IT All Begins with You” safety video for the parents. Handouts for the parents.</p>	

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<p>(3) safety procedures in crossing the street to and from the vehicle at stops; (4) recognition of the danger zones around the vehicle ; and (5) emergency evacuation procedures , including participating in an emergency evacuation drill conducted on the vehicle the child will be riding. The children will receive refresher courses throughout the year.</p> <p>The Chickasaw Nation Head Start program will provide training for parents that:</p> <p>(1) Emphasizes the importance of escorting their children to the vehicle stop and training provided to children regarding vehicle safety; and (2) complements the training provided to their children so that safety practices can be reinforced both in Head Start and at home by the parent.</p> <p>The Head Start children are taught to do bus evacuations. Two bus evacuation drills are performed the first 30 days of school, one drill is performed each month after that.</p> <p>The Chickasaw Nation Head Start</p>					
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<p>program will develop activities to remind children of the safety procedures.</p> <p>The Transportation Manager and/or Head Start teacher will provide to his/her children discussion and materials such as coloring books, videos and story books which emphasize safety.</p>					
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§ 1310.22 Children with Disabilities.

(a) Effective January 18 , 2006each agency must ensure that there are school buses or allowable alternate vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program . This requirements does not apply to the transportation of children receiving home-base services unless school buses or allowable alternate vehicles are used to transport the other children served under the home-base option by the grantee, Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start or Early Head Start programs.

(b) Each Head Start , Early Head start and delegate agency must ensure compliance with the Americans with Disabilities Act (42 U.S>C 12101et seq.) , the HHS regulations at 45 CFR part 84 , implementing Section 504 of the Head Start Program Performance Standards on Services for children with disabilities (45 CFR part 1308) as they apply to transportation services.

(c) Each agency must specify any special transportation requirements for a child with a disability when preparing the child’s Individual Educational 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:

- 1) Special pick-up and drop-off requirements;
- 2) Special seating requirements;
- 3) Special equipment needs;

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- 4) Any special assistance that may be required; and
- 5) Any special training for bus drivers and monitors.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
The Chickasaw Nation Head Start program will comply with the special transportation requirements for children with disabilities with training and handbooks provided by the transportation manager to bus drivers and monitors regarding special pick-up and drop-off requirements, special seating requirements, special equipment needs and any special assistance that may be required.	TM, BD, BM	Throughout the year	Sign-in sheets from trainings	Special needs bus, wheel chair, tie-downs for wheelchair, restraints for special needs passenger, training material on special needs equipment.	Special needs passengers that are transported in a safe and proper way

§ 1310.23 Coordinated Transportation.

(a) Each agency providing transportation services must make reasonable efforts to coordinate transportation resources with other human services agencies in its community in order to control costs and to improve the quality and the availability of transportation services.

(b) At a minimum, the agency must:

- 1) Identify the true costs of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the service;

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
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The Chickasaw Nation Head Start program will identify the true costs of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the service	TM	Throughout the year	Fuel costs, vehicle maintenance costs, insurance and licensing costs,	Monthly reports, P-card reports, fuel reports	Cost effective transportation for the Head Start program
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2) Explore the option of participating in any coordinated public or private transportation systems existing in the community; and

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
The Chickasaw Nation Head Start program participates in coordinated transportation with other programs within the community	HD, TM, CS	Throughout the year	e-mails, completed pre-trip inspection forms	Buses, pre-trip inspection forms	Transportation services coordinated with other programs within the community

3) Where no coordinated public or private non-profit transportation system exists in the community, make every effort to identify other human services agencies also providing transportation services and, where reasonable, to participate in the establishment of a local transportation coordinating council.

Action Steps	Person/Team Responsible	Timeframe	Documentation and Resource Indicators	Resources Needed	Outcomes
N/A					

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