

Transportation Routing and Scheduling

Head Start Performance Standards

§ 1303.73

Policy

Head Start Transportation Staff ensure that bus routes are consistent, regular, and reliable. All Head Start bus routes and routing decisions will comply with Head Start Performance Standards, Oregon Department of Education Pupil Transportation Division and Oregon Department of Motor Vehicles Safety Rules and Regulations.

Procedure

Route planning

- The Transportation Supervisor will determine transportation sites along with the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Supervisor and Early Childhood Program Manager.
- The Bus Driver and Bus Monitor will establish routes, and bus stops according to most enrolled families in the designated service areas by using Tyler Tech routing program.
- Children will be assigned to the closest bus stop based on the address that is provided by the parents/caregivers (either the home address or childcare address) that is .5 miles walking from the community stop, in some cases the child might live further from the community stop.
- Bus Drivers will attempt to designate a bus stop on the right-hand side of the road, when possible, to minimize traffic disruptions.
- No bus route will require the driver to travel into dead-end streets, apartment complexes and or situations that require the bus to back up or make U-turns.
- If it is necessary for the bus to back up, the bus monitor will stand outside to the rear of the driver's side of the bus, to warn pedestrians.
- Bus routes must be less than one hour in length. Bus Drivers will learn the routes during the time allotted before the first day of Transportation begins.
- All bus routes questions, changes relating to stop locations, driving directions, hazards, or any suggested adjustments to the route are approved by the Transportation Supervisor
- Each route will have an assigned designated bus stop and/or community stops for those who walk.
- Community Stops will be designated in areas where parking is available.
- Children that live within 1 mile of the Head Start site will self-transport. The Transportation Supervisor will evaluate changes on a case-by-case basis
- If transportation services are unavailable due to route boundaries, the Transportation Supervisor **may** suggest the family self-transport to the nearest **Community Bus Stop**.

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Address Changes for children who are receiving transportation

- Family Service Teacher (FST) and/or Teacher Responsibility: If a parent changes their home address or address of their childcare provider, the FST and/or Teacher must complete and send the **Address Check form** to the Transportation Supervisor.
- The Transportation Supervisor will determine if there is bus service available that can be provided for the family.
- If transportation is available, the Transportation Supervisor will notify the classroom if there is available space on the bus route.
- Once service has been established the classroom staff will communicate with the family. If the family chooses to use the bus service, the classroom staff will confirm by email the need for transportation to the Transportation Supervisor.
- The Transportation Supervisor will let the transportation team know that a child is moving and will have a new bus stop so they can route the child/ren and times.
- The transportation team will have 3 days to complete these changes.
- The transportation team will contact and confirm with family the start date for bus transportation and bus stop information.
- The Bus Team will prepare a bus stop information sheet and give to the family at first pick up along with the transportation packet that contains School Bus Safety Guide document, Releasing Children from the classroom and buses policy & procedure(P&P), Active Supervision P&P, Policy Surveillance Camera on Head Start Transportation Vehicle P&P, Transportation Safety and Parent Education P&P, Walking Through the Years, Pedestrian Safety for Your Child pamphlet, School Bus Stop Information Form, Transportation Surveillance Agreement form.
- Child may begin riding the bus the following day after notification.

Children with Disabilities and McKinney Vento

- Whenever possible, Head Start children with disabilities should be transported in the same bus as other Head Start children.
- Children who meet the qualifications of the McKinney Vento Act and are currently enrolled in a self-transport site, the teachers or FST will contact the school district as the child may qualify for district transportation
- If the family of a child who is eligible for Early Intervention services lives outside of the Head Start route boundary, the school district may provide transportation services. The teacher will need to ask the Disabilities and Mental Health Supervisor to help set up transportation.
- If During an IFSP meeting it is determined that transportation is needed the teacher will follow the procedure for the **Change Notification Form** from above but must note that the child is receiving Early Intervention Services

Late enrolled children at Transportation sites

- The classroom staff will email the Transportation Supervisor the signed Transportation Surveillance Agreement form
- The Transportation Supervisor will then notify the transportation team for that classroom to have them start routing the children and preparing the bus for the child/ren. This process will take 3 days.
- Once the transportation team has the child/ren routed they will notify the classroom staff and family of the child/ren start date with Transportation services

**Community Action Head Start
Washington County, Oregon**

- The Bus Team will prepare a bus stop information sheet and give to the family at first pick up along with the transportation packet that contains the following: School Bus Safety Guide document, Releasing Children from the classroom and buses policy & procedure(P&P), Active Supervision P&P, Policy Surveillance Camera on Head Start Transportation Vehicle P&P, Transportation Safety and Parent Education P&P, Walking Through the Years, Pedestrian Safety for Your Child pamphlet, School Bus Stop Information Form, Transportation Surveillance Agreement form.
- Child may begin riding the bus the following day.

Bus Schedules/Staff shortage/traffic delays/inclement weather/ emergency situations

- If the route is delayed more than ten minutes, the bus monitor will call the classroom staff to notify them. The classroom staff will then be prepared to answer calls from families.
- The Transportation Supervisor and the bus team will communicate about any traffic detours due to construction, traffic accidents, emergency activity, or natural disasters. The bus driver will determine the best alternative route.
- In the event of inclement weather, bus service may be cancelled. This will be decided on by the Head Start Management Team and the Transportation Supervisor before 6:00AM. The transportation staff will notify families through phone calls, text or through a message on ChildPlus
- If the transportation team is short-staffed a bus route will be cancelled. This will be decided on by the Transportation Supervisor and Early Childhood Program Manager. The transportation staff will notify families through phone calls, text or through a message on ChildPlus