

## Transportation Policy and Procedure

### Transportation 1303.70

This rule applies to all agencies, including those that provide transportation services, with the exceptions and exclusions provided in this section, regardless of whether such transportation is provided directly on agency owned or leased vehicles or through arrangement with a private or public transportation provider.

- (1) If a program does not provide transportation services, either for all or a portion of the children, it must provide reasonable assistance, such as information about public transit availability, to the families of such children to arrange transportation to and from its activities, and provide information about these transportation options in recruitment announcements.
- (2) A program that provides 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.
- (3) A program that provides transportation services must ensure all accidents involving vehicles that transport children are reported in accordance with applicable state requirements.

Olympic Educational Service District 114 does not provide bus transportation in the preschool programs. The only bus transportation is for Early Head Start Discovery Teen Parent Program which is provided by South Kitsap School District (SKSD) Transportation. In addition, ECEAP preschool classrooms that are in South Kitsap School District, who are on already pre-existing routes may use the bus transportation to the program. All routes are coordinated within the larger system of the South Kitsap School District transportation routing system. Trip routing assures that all regulations per Head Start are met.

### **Vehicles Operation and Safety and Driver Qualifications**

1. South Kitsap School District Transportation follows the State requirements for reporting accidents, which is found in the school districts written procedures.
2. South Kitsap School District follows districts maintenance schedule.
3. Vehicle's are inspected daily by driver.
4. Driver training and follow up training is provided according to the South Kitsap School District policies and procedures.

Driver Qualifications are met by South Kitsap School District personnel hiring procedures and job descriptions for bus drivers. SKSD Transportation provides driver training and follow up training according to their policies and procedures for bus driver training and support.

### **Early Head Start Transportation**

Busses providing services at Discovery Teen Parent Program have:

- 1.) A communication system
- 2.) Safety equipment
- 3.) First aid kit and sign indicating its location
- 4.) Seat belt cutter and sign indicating its location

- 5.) Has reverse beepers
- 6.) Daily pre-trip inspection done by the SKSD Transportation team

Parents ride with their children and child restraints are appropriate to the height and weight of the children being transported.

At the beginning of each program year, parents receive training to assure the safe transportation of their child on the Early Head Start Bus. Discovery office assistant facilitates family transportation with the district and makes changes as needed.

Bus Monitoring Training checklist is to be completed by classroom site supervisor with in the first 30 days and includes:

- Child boarding and exiting procedures
- Use of child restraint systems
- Completing of required transportation paperwork
- Emergency and evacuation drills (2x a year)
- Use of special equipment
- Child pick up and release procedures
- Pedestrian safety training

\*Evacuation drills are coordinated with SKSD's bus driver for Fall and Spring.

### **Children with disabilities**

We partner with School District Transportation (Part B Provider) when a child is on an IEP/IFSP they will provide this service to our programs. The Districts Transportation Department fully meets requirements in section 1303.75 with their procedures and safety requirements.

### **Transportation Assistance**

When there is a need for transportation the OESD 114 Early Learning Program will make bus passes available to families who have no way to transport their child to class or to attend trainings and/or meetings. Taxi services are made available, on short-term basis, if bus service is not practical

### **ECEAP Transportation**

Children who are on pre-existing bus routes follow SKSD transportation procedures

#### *Active Bus Supervision Procedures:*

At part day sites, pedestrian safety training is conducted during the first week back with children and parents together.

This plan is to assist all staff including substitutes, in being successful in keeping children safe.

### **Picking up children and bringing them to the school site**

- Each child is checked onto the bus using the SKSD policies and procedures
- At arrival to the school/site a head count is done, driver to confirm attendance and number of children on bus are the same. Bus driver confirms or denies head count.
  - If head count does not match, roll call is done on the bus. Children do not exit bus until head count and attendance sheet match.
  - If count is confirmed the children can exit the bus.
- Teacher in classroom meets the bus to receive the children. The teacher will be informed of any children not picked up.
- The head count is verbally shared with staff member who is receiving children. Staff member must repeat the number back to driver.
- Once all children exit the bus, a head count is taken again to confirm it matches verbal information given at arrival of bus.
- Classroom staff escort children safely to classroom.
- Head count is taken as children enter the classroom.

### **Picking up children from the school/site and taking home**

- A head count is completed prior to children exiting classroom to go to the bus.
- Head count is verbally shared with driver and driver repeats the number back to teacher, documentation per SKSD's policies and procedures.
- Bus driver will be verbally told about any children who left early or children who arrived late and are now riding the bus. Such information will be noted.
- Attendance is taken as children are loaded on bus, one by one.
- Children are assisted, as need, onto the bus and into seats, and buckled into safety systems as appropriate.
- The bus will not leave the site/school until all children who were brought to the center are accounted for. At least one staff member from each classroom will remain with the bus until the bus departs.
- All safety procedures for assuring child is dropped off at the correct place and with the correct adults must be followed always per SKSD policies and procedures.