

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's bus transportation is provided in coordination with cooperating school districts. All possible routes are coordinated within the larger systems of School District transportation department routing systems. Bus transportation is provided to the Early Head Start Discovery Teen Parent Program through South Kitsap School District (SKSD) Transportation in accordance with a multi-year MOU. Transportation for preschool aged children aligns with Performance Standards or approved waivers.

Vehicle Operation, Safety and Driver Qualifications:

School District Transportation Departments follow all applicable state WACs and RCWs and follow state required maintenance schedules.

1. School District Transportation Departments follows the State requirements for reporting accidents, which is found in the school districts written procedures.
2. Vehicle's are inspected daily by drivers including inspection of safety harnesses.
3. All School District buses are equipped with:
 - A communication system
 - Safety equipment
 - First aid kit and sign indicating its location
 - Seat belt cutter and sign indicating its location
 - Has reverse beepers
 - Driver Qualifications are met by School District personnel hiring procedures and job descriptions for bus drivers.
 - School Districts provide driver training and follow up training according to their policies and procedures for bus driver training and support.
 - All drivers complete state approved background check processes.

Early Head Start (EHS) Transportation (Discovery Alternative High School)

Enrolled families ride a designated bus provided by South Kitsap School District with their children and child restraints are utilized that are appropriate to the height and weight of the children being transported.

Families provide car seats and are responsible for arrival and departure processes.

Coordination of transportation services provided by the district occur between the Discovery Alternative High School Administrative Assistant and the OESD Site Supervisor for Discovery EHS.

If transportation services are provided, parents receive guidance from staff to assure the safe transportation of their child. Staff will provide families with the following Bus Transportation Safety Checklist (print Bus Transportation Safety Checklist Form, under Transportation – Forms).

Bus Transportation Safety Checklist:

First Aid and Emergency Response:

- Locate the First Aid Kit
- Locate the Fire Extinguisher
- Locate the Emergency Exits (front of bus, side door, ceiling exit, and back door)
- Participate in annual drills conducted by the district
- Check school district webpage and social media for weather alerts that may impact bus routes

Car Seat and/or Safety Harness

- Check for correct installation
- Ensure that car seat/harness is appropriate size for your child

Getting on the Bus

- Arrive at the bus stop on time (or early)
- Wait until the bus has come to a complete stop and the driver opens the door before you approach the bus
- If crossing a street to approach the bus, wait until driver has ensured all oncoming cars have come to a complete stop and has given you the okay to approach
- Use the handrail, when possible, to enter the bus

On the Bus

- Listen to the driver – heads up and headphones off
- Secure your belongings under the seat
- Find opportunities to sing, talk and bond with your child

Getting off the Bus

- Make sure you have all of your belongings
- Use handrail, if possible
- Safely move away from bus and scan surroundings before crossing any streets

Communicate with you Driver and Teachers

- Let your driver and teacher(s) know if you don't plan to ride the bus on any given day

Preschool Transportation

All preschool sites that have enrolled children utilizing School District transportation services will be supported by site-based teams in the implementation of arrival and departure bus monitoring processes:

1. Arrival to School/Site Process:

- Each child is checked onto the bus by school district driver using the School District policies and procedures.
- OESD 114 staff meets the bus, daily, to receive children.
- The driver then releases children to an OESD 114 staff member:
 - Staff member confirms number of children exiting with the driver.
 - OESD 114 staff will also be informed of any children not picked up by the driver and any additional information related to absence of child that the driver might be aware

of.

- OESD staff escort children safely to classroom.
- As children exit the bus, OESD 114 staff will take attendance in ChildPlus. Staff will document their name as the individual signing the child in and document “bus” as the method of arrival; follow Attendance Procedure for any absent children.

2. Departure from School/Site Process:

- OESD staff escort children safely to their appropriate bus.
- Bus drivers will be verbally told about any children who left early or children who arrived late and are now riding the bus. This information will be documented in ChildPlus under attendance. Staff will document child departure and their name as the person signing the child out and “bus” as the method of departure.
- Children are assisted, as needed, onto the bus and into seats, and buckled into safety systems as appropriate.
- All School District safety procedures for ensuring children are dropped off at the correct drop off location and with the correct adults are followed, including conducting visual sweeps.

Head Start Transportation

Head Start Performance Standard 1303.75(a)(4) requires a bus monitor ride each bus that a Head Start child rides. Further, 1302.72(a)(1) requires that all children be appropriately restrained using an approved safety harness for the child’s height and weight. OESD 114 works with School Districts to ensure safe and reliable transportation services can be provided when appropriate. OESD 114 has submitted and received an approved waiver, in compliance with Performance Standard 1303.70(c)(iii) noting the significant financial and equitable access disruption of meeting these standards with the following accommodations:

1. Transporting all children enrolled in Head Start on Special Services buses (when possible), which are smaller and maintain lower driver to child ratios.
2. Utilizing an age and size appropriate restraint system for all children enrolled.
3. Following all rules and guidelines that govern student transportation for school districts in the state of Washington to ensure high standards for the safe transportation of children.

Children with Disabilities/McKinney-Vento

We partner with School District Transportation (Part B Provider) when a child is on an IEP/IFSP and support families accessing transportation services in alignment with the IEP/IFSP. Families qualifying for McKinney-Vento may also be eligible for school district transportation services. School Districts coordinate these transportation services.

Transportation Assistance

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