



**Policy #: T-11**

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**Ref #: 1303.70(b)(1); 1303.70(b)(2)**

**Policy Council Approval Date:  
06/21/2022**

**COMPONENT: TRANSPORTATION**

**SUBJECT: COORDINATED TRANSPORTATION**

**POLICY:** To make reasonable efforts to coordinate transportation resources with other human service agencies in the community in order to control cost and to improve the quality and the availability of transportation services.

**PROCEDURE:**

Head Start will identify the true cost of providing transportation.

1. Personnel/Fringe Benefits
2. Drug/CDL testing for bus drivers and monitors
3. Staff, parent, and children's training
4. Maintenance
5. Fuel
6. Child restraints
7. Insurance
8. Licensing
9. Inspections
10. Two-way communications
11. Emergency equipment
  - a. Fire extinguisher and signs
  - b. Seat belt cutters and signs
  - c. Spill kit and signs
  - d. First-Aid kit and signs
  - e. Reflective Flares and signs
  - f. Hold-A-Rope
  - g. Emergency Card Notebook

The **Safety/Nutrition Manager** will coordinate with the Director to determine the true cost of transportation. Total cost will be compared to contracting transportation services within the community annually at the end of the year.

The **Safety/Nutrition Manager** will explore options of coordinating with public or private transportation services in the community when available.

When public or private services are not available, the program will make every effort to coordinate services with the local Health and Human Services Agency when they become available to the community.