

**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
HEAD START**

**PROGRAM DESIGN AND MANAGEMENT
TRANSPORTATION**

Procedures Implementing Performance Standards

Policy Council Approval: July 10, 2007
Board Approval: August 16, 2007

PDM/TP 1-Transportation Fire Extinguisher Procedure [PS 1310.10 (d)] Providing for the safe transportation of children is the first goal of the Head Start transportation component. Having properly working fire extinguishers provides an element of safe transportation.

- 1) Annual inspections of the fire extinguishers that are located on the buses takes place in August of each year.
- 2) The Support Services Manager makes arrangement for a licensed Fire Extinguisher Servicing Business to inspect the extinguishers.
 - a) Extinguishers are replaced or recharged, if needed, at time of inspection.
 - b) Extinguishers are tagged with updated information regarding the inspection.

PDM/TP 2 -Transportation First Aid Kits Procedure [PS 1310.10 (d)] – Providing for the safe transportation on children is the first goal of the Head Start transportation component. Having properly supplied first aid kits provides an element of safe transportation.

- 1) The Head Start Health Coordinator inspects each transportation first aid kit in August.
 - a) First Aid kits are cleaned
 - b) First Aid kits supplies are replenished.

- 2) The bus driver contacts the Health Coordinator to replace missing first aid kit supplies as needed during the program year.

PDM/TP3 – Transportation Accident Reporting Procedure [PS 1310-10 (d)] – RMDC will have an established protocol in the event a vehicle is involved in an accident while transporting Head Start children.

- 1) The Head Start Bus Driver or Bus Assistant will immediately radio the Head Start Office to inform the Program of the accident.
- 2) The Head Start Office will get specific information from the driver or assistant regarding the status of the occupants of the bus, address of the accident, etc.
 - a) Head Start office will call 911 to report incident.
 - b) Head Start Office will call City of Helena Transportation Office to report incident.
 - c) Support Services Manager or other management staff will go to the scene of the accident.
 - i. After authorities have completed their on-site investigation, move children to a safe place, if needed.
 - ii. Take bus driver to have a blood and alcohol test drawn. (Source of draw will notify Transportation Manager for the City of Helena and the Head Start Director or his/her designee immediately whether alcohol is present. If not, and driver is able, he/she can return to driving at the discretion of the Director.)
 - d) Office staff will inform the parent of the children on the bus of the accident and let them know where they can pick their child up.
- 3) A copy of the accident report will be on file in the Head Start Office and the City of Helena Transportation Office.

PDM/TP 4 -Transportation Releasing Children Procedure [PS 1310.10 (f)] – RMDC Head Start will have a system in place so that children being transported in Head Start vehicles will be delivered to persons designated by the child’s parent/guardian. It is understood that parents may modify the release list by writing a note or coming into the office. Head Start will not accept modifications to the release list over the phone or from persons other than parents/guardians.

- 1) For children they are responsible for transporting, Head Start bus drivers are given the names of individuals (specified in writing by the Head Start child’s parent/guardian) to whom the child can safely be released.
 - a) Bus drivers or bus assistants may ask for identification from a person seeking to pick up a child in order to confirm their identity.
 - b) If unsure of the person, the bus driver or bus assistant will call the office to seek assistance.
- 2) Children will be returned to the Head Start office or Head Start classroom if it is determined that the child cannot be released to the person at the delivery site and the parent/guardian will be called.

PDM/TR 5 - Transportation Maintenance of Vehicles Procedure [PS 1310.13 (c)] –

Providing for the safe transportation of children is the first goal of the Head Start transportation component. Having properly maintained vehicles provides an element of safe transportation for Head Start children.

- 1) Bus Drivers do a daily Pre-Trip inspection of their bus. This inspection is documented daily and kept in the Support Services Manager's Office.
 - a) The bus driver notifies the Support Services Manager if there is a concern or issue found at the time of the Pre-Trip Inspection and the driver calls the City of Helena Maintenance shop to set up an appointment.
- 2) Bus drivers track the mileage of their bus and inform the Support Services Manager when the bus is due for an oil change. And then calls the City of Helena Maintenance shop for an appointment.
- 3) The Transportation Specialist performs a weekly inspection on all program vehicles and documents. This inspection record is kept in the Support Services Manager's Office.
 - a) The Transportation Specialist notifies the Support Services Manager if there is a concern or issue found at the time of the weekly inspection.
- 4) The City of Helena Technician consults with the Support Services Manger regarding the maintenance and necessary repair.
 - a) Maintenance records are kept with each bus and are also located in the Support Services Manager's office.

PDM/TP 6 – Drug and Alcohol Testing Procedure [PS 1310.16 (b)(2)] - RMDC Head Start will have a system in place to ensure that bus drivers transporting Head Start children will be free from drugs and alcohol.

- 1) Person's selected for employment will be sent for "Pre-Employment" drug and alcohol screening. (Hiring of the individual is dependent on negative screening results.)
 - a) The City of Helena Human Resource Officer makes the arrangements for the pre-employment screening and informs the potential employee of the date and time.
- 2) The City of Helena will belong to a "consortium" of transportation providers that will randomly select bus drivers to have a drug screen, alcohol screen or both.
 - a) As drivers are randomly chosen, the City of Helena Human Resource Officer will make the arrangements for the screen and notify the employee of the date and time of the draw.
- 3) A bus driver who is involved in an accident where there is personal damage or property damage in excess of the \$500.00 will be taken for a drug/alcohol test.
- 4) All results of drug/alcohol test will be kept in a locked file cabinet in the City of Helena Human Resource Officer's office.
 - a) City of Helena Personnel Policies and Procedures will be followed for any bus driver testing positive for drug and/or alcohol.

PDM/TP7-Transportation - Driver and Bus Monitor Training [PS1310.17 (a)]

- 1) The Transportation Staff has current CPR and First Aid certification
- 5) This training is arranged by the Head Start Program.
- 6) The Transportation Staff attends annually the Montana Association of Pupil Transportation Training which is sponsored by the Office of Public Instruction.
- 7) The Transportation Staff attends all Head Start sponsored Staff Development that pertains to their specific positions.
- 8) The procedure for using the safety restraints is review annually.
- 9) Pre-Service training is provided regarding children with disabilities.
- 10) Annually training is provided by the State Fund Staff topics include but not limited to: slip and fall training, entering and exiting the bus properly, emergency evacuation and the proper way to physically handle the children during evacuation.