

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

Program Design And Management

Transportation Work Plan

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

PERFORMANCE STANDARDS	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS AND LOCATION OF
<p>1310.10 GENERAL (a) Each agency must assist as many families as possible who need transportation in order for their children to attend the program in obtaining that transportation.</p> <p>(b) When an agency has decided not to provide transportation services, either for all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities. The specific types of assistance being offered must be made clear to all prospective families in the program's recruitment announcements.</p> <p>(c) Each agency providing transportation services is responsible for compliance with the applicable requirements of this Part. When an agency provides transportation through another organization or an individual, the agency must ensure the compliance of the transportation provider with the requirements of this Part.</p>	<p>Daily transportation is provided for families in some of the part day center-based programs.</p> <p>Meeting spots are established for children living out of the bus area.</p> <p>City of Helena is contractor for Head Start transportation.</p> <p>Helena Public Schools provides special needs transportation when required.</p>	<p>Bus Drivers & Bus Assistants</p> <p>Support Services Manager & Transportation Specialist</p> <p>Transportation Manager for the City of Helena</p> <p>Special Services Coordinator & Support Services Manager</p>	<p>Daily</p> <p>August</p> <p>One Year Contract</p> <p>Daily</p>	<p>Transportation Office and buses.</p> <p>Transportation Office and buses.</p> <p>City of Helena Contract in the Executive Assistant's Office Noted on IEP in child's file.</p>
<p>1310.10 (d) Each agency providing transportation services, must ensure that each vehicle used in providing such services is equipped with:</p> <p>(1) a communication system to call for assistance in case of an emergency; (2) safety equipment for use in an emergency, including a</p>	<p>All buses are equipped with radios. A base station is located at the Helena Neighborhood Center Site.</p>	<p>Bus Drivers</p>	<p>Immediate</p>	<p>Observations on bus.</p>

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<p>charged fire extinguisher that is properly mounted near the driver's seat and a sign indicating its location; (3) a first aid kit and a sign indicating the location of such equipment; and (4) a seat belt cutter for use in an emergency evacuation and a sign indicating its location.</p>	<p>Fire extinguishers are located in front of the bus near the drivers and are clearly marked in each bus and checked monthly by drivers.</p>	Bus Drivers	Monthly	Observations on bus.
	<p>Fire extinguishers are inspected yearly and recharged as needed. (See PDM/TP1 – Transportation Fire Extinguisher Procedure)</p>	Transportation Specialist	August	Tags on each fire extinguisher.
	<p>First aid kits are mounted and clearly marked in each bus and refilled as necessary. (See PDM/TP 2 – Transportation First Aid Kits Procedure)</p>	Health Coordinator	August	Observations on bus.
	<p>Seat belt cutters are located in four areas of the bus, are within the drivers reach on each bus and are clearly labeled.</p>	Bus Drivers	August	Observations on bus.
<p>1310.10 (f) Each agency providing transportation services must ensure that all accidents involving vehicles that transport children receiving such services are reported in accordance with applicable State requirements.</p>	<p>Bus staff receives yearly training on accident reporting procedures.</p>	Support Services Manager	Aug/Sept	Training Binder
	<p>All Head Start vehicles accidents are reported in writing to the Support Services Manager.</p>	Bus Drivers	As needed	Head Start

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<p>Each agency must ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian. This regulation applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle. Agencies must maintain lists of the persons, including alternates in case of emergency, and up-to-date child rosters must be maintained at all times to ensure that no child is left behind, either at the classroom or on the</p>	<p>All property damage accidents in which the damage exceeds \$500 to either vehicle and/or property is reported in writing to the Montana Department of Motor Vehicles.</p>	<p>Support Services Manager</p>	<p>As needed</p>	<p>Head Start</p>
	<p>All accidents/incidents that result in medical treatment by a physician, hospitalization, or death will be reported in writing to the Montana Department of Health and Human Services within 48 hours of accident/incident. (Child Care Licensing codes) (See PDM/TP 3 –</p>	<p>Support Services Manager</p>	<p>As needed</p>	<p>Head Start</p>
	<p>Transportation Accident Procedure) All parents are trained using the parent Handbook which specifies changes to “release toos” must be in writing. All employees are trained regarding this policy. (See PDM/TP 4 – Releasing Children Procedure)</p>	<p>Support Services Manager/ Classroom Supervisors/Head Start Staff</p>	<p>Parent Orientation/ Pre Service/ August/update same day information is received during the school year.</p>	<p>Child’s file, classroom & bus binders/ ChildPlus/Training log</p>

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vehicle at the end of the route.				
1310.11 CHILD RESTRAINT SYSTEMS. Effective January 20, 2004, each agency providing transportation services must ensure that each vehicle used to transport children receiving such services is equipped for use of height and weight appropriate child safety restraint systems.	Each vehicle has been equipped with appropriate child safety restraint systems. Vehicles are inspected annually to ensure compliance	Director/Support Services Manager Support Services Manager	September	Observation of vehicles Observation of vehicle and noted on September vehicle log
1310.12 REQUIRED USE OF SCHOOL BUSES OR ALLOWABLE ALTERNATE VEHICLES (a) Effective January 18, 2006, each agency providing transportation services must ensure that children enrolled in its program are transported in school buses or allowable alternate vehicles that are equipped for use of height and weight appropriate child restraint systems, and that have reverse beepers. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start. (b) Effective February 20, 2001, each Head Start and Early Head Start agency receiving permission from the responsible HHS official to purchase a vehicle with grant funds for use in providing transportation services to children in its program or delegate agency's program must	All buses purchased after February 20, 2001 and used for transporting children are school buses equipped with a child restraint systems and a back-up beeper. Beepers have been installed in all buses that are older than 2001. Future Bus purchases will be equipped with appropriate weight/height child restraints and back up beepers	Support Service Manager Support Services Manager	Ongoing At time of purchase	Fiscal Records of Purchase-Fiscal Office Fiscal Records of Purchase-Fiscal Office

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<p>ensure that the funds are used to purchase a vehicle that is either a school bus or an allowable alternate vehicle and is equipped:</p> <p>(1) for use of height and weight appropriate restraint systems; and</p> <p>(2) with a reverse beeper.</p>				
<p>1310.13 MAINTENANCE OF VEHICLES. Each agency providing transportation services must ensure that vehicles used to provide such services are maintained in safe operating condition at all times. The organization operating the vehicle must establish and implement procedures for:</p> <p>(a) a thorough safety inspection of each vehicle on at least an annual basis through an inspection program licensed or operated by the State;</p> <p>(b) systematic preventive maintenance on such vehicles; and</p> <p>(c) daily pre-trip inspection of the vehicles by the driver.</p>	<p>All buses receive a yearly inspection by the Montana Highway Patrol.</p> <p>All buses used to transport children to and from school are inspected yearly by a Department of Transportation certified mechanic.</p> <p>All buses used daily on bus routes are serviced every 3,000 – 5,000 miles.</p> <p>Repairs are completed on all buses as needed.</p> <p>Pre-trip and post-trip inspections are completed on all buses. (See PDM/TP5 – Maintenance of Vehicles Procedure)</p>	<p>Support Services Manager</p> <p>Support Services Manager</p> <p>Support Service Manager</p> <p>Support Services Manager</p> <p>Bus Driver</p>	<p>September</p> <p>Aug - May (dates vary)</p> <p>As needed.</p> <p>As needed</p> <p>Daily</p>	<p>Bus binders & on the bus</p> <p>Bus binders & on the bus</p> <p>Bus binders & Transportation Budget Binder</p> <p>Bus binder & Transportation Budget Binder</p> <p>Bus binders</p>

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<p>1310.14 INSPECTION OF NEW VEHICLES AT THE TIME OF DELIVERY Each agency providing transportation services must ensure that bid announcements for school buses and allowable alternate vehicles for use in transporting children in its program include the correct specifications and a clear statement of the vehicle's intended use. Such agencies must ensure that there is a prescribed procedure for examining such vehicles at the time of delivery to ensure that they are equipped in accordance with the bid specifications and that the manufacturer's certification of compliance with the applicable FMVSS is included with the vehicle.</p>	<p>All announcements for bid for buses contain correct specifications and state the vehicles intended use.</p> <p>Buses are checked at time of delivery to ensure they meet the specifications and are in compliance with FMVSS and have manufactures certification with the vehicle.</p>	<p>Support Services Manager</p> <p>Support Services Manager, Director and Transportation Specialist</p>	<p>As needed</p> <p>As needed</p>	<p>Contracts file in the IDC office</p> <p>Contracts file in the IDC office</p>
<p>1310.15: OPERATION OF VEHICLES Each agency providing transportation services, either directly or through an arrangement with another organization or an individual, to children enrolled in its program must ensure that:</p> <p>(a) On a vehicle equipped for use of such devices, any child weighing 50 pounds or less is seated in a child restraint system appropriate to the height and weight of the child while the vehicle is in motion.</p>	<p>All children weighing 50 pounds or less are seated in child restraint systems on the bus while the bus is in motion.</p>	<p>Bus Driver & Bus Assistant</p>	<p>Immediate</p>	<p>Observation on the buses</p>

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<p>(b) Baggage and other items transported in the passenger compartment are properly stored and secured and the aisles remain clear and the doors and emergency exits remain unobstructed at all times.</p> <p>(c) Effective January 20, 2004, there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary, such as when needed to accommodate the needs of children disabilities. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.</p> <p>(d) Except for bus monitors who are assisting children, all vehicle occupants must be seated and wearing height and weight appropriate safety restraints while the vehicle is in motion.</p>	<p>All aisles are clear, and doorway and emergency exits are unobstructed at all times.</p> <p>All buses have a Bus Assistant on board at all times. Additional monitors are provided to accommodate children with disabilities.</p> <p>Except for the bus monitor while he/she is assisting children, all vehicle occupants are seated and in appropriate restraints while the vehicle is in motion.</p>	<p>Bus Driver & Bus Assistant</p> <p>Support Services Manager</p> <p>Special Services Coordinator & Support Services Manager</p> <p>Bus Driver & Bus Assistant</p>	<p>Immediate</p> <p>Immediate</p> <p>As needed</p> <p>Immediate</p>	<p>Observation on the buses</p> <p>Head Start (time sheets) and sub clerk record Special Needs & Transportation binder</p> <p>Observation on the buses</p>
<p>1310.16 DRIVER QUALIFICATIONS</p> <p>(a) Each agency providing transportation services must ensure that persons who drive vehicles used to provide such services, at a minimum:</p> <p>(1) in states where such licenses are granted, have a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle the</p>	<p>All bus drivers have a CDL in the same class for the vehicles they are driving.</p>	<p>Bus Driver & Support Services Manager, City of Helena H.R.O.</p>	<p>At time of hire</p>	<p>City of Helena and RMDC's Staff and Personnel file in the Human Resource office.</p>

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<p>driver will be operating; (2) meet any physical, mental, and other requirements established under applicable law or regulations as necessary to perform job-related functions with any necessary reasonable accommodations. (b) Each agency providing transportation services must ensure that there is an applicant review process for use in hiring drivers, that applicants for driver positions must be advised of the specific background checks required at the time application is made, and that there are criteria for the rejection of unacceptable applicants. The applicant review procedure must include, at a minimum: (1) all elements specified in 45 CFR 1304.52(b), with additional disclosure by the applicant of all moving traffic violations, regardless of penalty; (2) a check of the applicant’s driving record through the appropriate State agency, including a check of the applicant’s record through the National Driver Register, if available in the State; and (3) after a conditional offer of employment to the applicant and before the applicant begins work as a driver, a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the</p>	<p>All drivers have current Department of Transportation physicals.</p> <p>All hires meet criteria required including driving record and disclosure of all moving traffic violations as well as other background checks and receive Policy Council approval.</p> <p>A copy of the Department of Transportation physical is required at the time of hire and then is completed on each driver bi-annually. (See PDM/TP 6 – Drug and Alcohol Testing Procedure)</p>	<p>Bus Driver & Support Services Manager, City of Helena HRO</p> <p>Support Services Manager</p> <p>Bus Drivers</p>	<p>Anniversary date</p> <p>Prior to hiring</p> <p>As needed</p>	<p>City of Helena and RMDC’s Staff and Personnel file in the Human Resource office</p> <p>Job announcement and staff files in the Human Resource office.</p> <p>Staff files in the Human Resource office at RMDC and the City of Helena.</p>
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<p>physical ability to perform any job-related functions with any necessary accommodations.</p> <p>(c) As provided in 45 CFR 1310.2(a), this section does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.</p>				
<p>1310.17 DRIVER AND BUS MONITOR TRAINING (a) Each agency providing transportation services must ensure that persons employed to drive vehicles used in providing such services will have received the training required under paragraphs (b) and (c) of this section no later than 90 days after the effective date of this section as established by Sec. 1310.2 of this part. The agency must ensure that drivers who are hired to drive vehicles used in providing transportation services after the close of the 90 day period must receive the training required under paragraphs (b) and (c) prior to transporting any child enrolled in the agency's program. The agency must further ensure that at least annually after receiving the training required under paragraphs (b) and (c), all drivers who drive vehicles used to provide such services receive the training required under paragraph (d) of this section.</p>	<p>Bus drivers and bus assistants will receive behind-the-wheel and classroom instructions yearly in the following areas:</p> <p>a. Operation of a vehicle in a safe and efficient manner and running a fixed route, by attending annual transportation training.</p> <p>b. Safe loading and unloading procedures and pick-up and release procedures.</p> <p>c. Use Operation Safety for Railroad safety/training.</p> <p>d. Use St. Peter's Hospital for First aid and infant/child CPR.</p> <p>e. Handling emergency situations including vehicles evacuations.</p>	<p>Appropriate trainers, Support Services Manager responsible for getting trainer.</p> <p>a. Transportation Specialist</p> <p>b. Transportation Specialist</p> <p>c. Operation Lifesaver</p> <p>d. St. Peter's Hospital</p> <p>e. Transportation Specialist</p>	<p>Aug/Sept</p> <p>a. Aug/Sept</p> <p>b. Aug/Sept</p> <p>c. Aug/Sept</p> <p>d. Aug/Sept</p> <p>e. Aug/Sept</p>	<p>Training binder in main office & transportation binders</p> <p>a. Training binder</p> <p>b. Training binder</p> <p>c. Training binder</p> <p>d. Training binder & files</p> <p>e. Training binder</p>

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<p>(b) Drivers must receive a combination of classroom instruction and behind-the-wheel instruction sufficient to enable each driver to: (1) operate the vehicle in a safe and efficient manner; (2) safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers; (3) administer basic first aid in case of injury; (4) handle emergency situations, including vehicle evacuation procedures; (5) operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints; (6) conduct routine maintenance and safety checks of the vehicle; and (7) maintain accurate records as necessary.</p> <p>(c) Drivers must also receive instruction on the topics listed in 45 CFR 1304.52 (k)(1), (2) and (3)(i) and the provisions of the Head Start Program Performance Standards for Children with Disabilities (45 CFR 1308) relating to transportation services for children with disabilities.</p> <p>(d) Drivers must receive refresher training courses including topics listed in paragraphs (b) and (c) of this section and any additional necessary training to meet the requirements applicable in the State</p>	<p>f. Review video provided by maker of restraints for proper use of occupant restraints.</p>	<p>f. Video provided by maker of restraints</p>	<p>f. Aug/Sept</p>	<p>f. Training binder</p>
	<p>g. Maintenance, safety, and pre-trip/post-trip checks of the vehicle, recorded in Pre-Trip form and vehicle log book.</p>	<p>g. Transportation Specialist</p>	<p>g. Aug/Sept</p>	<p>g. Training binder</p>
	<p>h. Record keeping training.</p>	<p>h. Support Services Manager</p>	<p>h. Aug/Sept</p>	<p>h. Training binder</p>
	<p>i. Training in working with children with disabilities.</p>	<p>i. Special Services Coordinator</p>	<p>i. Aug/Sept</p>	<p>i. Training binder</p>
	<p>j. Annual observations of drivers include on-board observations of road performance.</p>	<p>j. Transportation Specialist/ Support Services Manager</p>	<p>j. During school year</p>	<p>j. Personnel records in the City of Helena Human Resource office.</p>
	<p>k. Bus Assistants attend the above listed training that is provided to the Bus Drivers.</p>	<p>k. Support Services Manager</p>	<p>k. As needed</p>	
<p>Pre-Service training given to all Transportation Staff regarding children with disabilities. Training given to driver related to specific disability of a child when ever needed.</p>	<p>Support Services Manager</p>	<p>As needed.</p>	<p>Special Services Coordinator antidotal notes</p>	
<p>Refresher training requirements applicable to the State of Montana is provided throughout the year for Transportation Staff.</p>	<p>Support Services Manager</p>	<p>Ongoing/As needed</p>	<p>ChildPlus Training Records</p>	

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<p>where the agency operates.</p> <p>(e) Each agency providing transportation services must ensure that drivers who transport children receiving the services qualify under the applicable driver training requirements in its State.</p> <p>(f) Each agency providing transportation services must ensure that: (1) the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance; and (2) before bus monitors assigned to vehicles used to provide such services begin their duties, they are trained on child boarding and exiting procedures, use of child restraint systems, any required emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre and post trip vehicle check.</p>	<p>All Head Start drivers have current CDL license and DOT physical.</p> <p>During annual performance evaluation – on board observation of road performance is completed on each bus driver.</p> <p>Bus Assistants are trained on child boarding and exiting, child restraints evacuation procedures, use of special equipment, child pick up and release procedures and pre and post trip vehicle checks each August/September and throughout the year.</p>	<p>Support Services Manager</p> <p>Support Services Manager/ Transportation Specialist</p> <p>Support Services Manager</p>	<p>Bi-yearly or as indicated by physician</p> <p>Throughout program year</p> <p>August/September and throughout the year</p>	<p>Personnel File</p> <p>ChildPlus</p>
<p>1310.21 SAFETY EDUCATION</p> <p>(a) Each agency must provide training for parents and children in pedestrian safety. The training provided to children must be developmentally appropriate and an integral part of program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The</p>	<p>Transportation policy is reviewed at time of orientation with each family.</p>	<p>Teacher/Family Advocate</p>	<p>Enrollment throughout the year.</p>	<p>Child's file in file cabinet in reception area.</p>

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<p>required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must be provided within the first 30 days of the program year.</p> <p>(b) Each agency providing transportation services, directly or through another organization or an individual, must ensure that children who receive such services are taught; (1) safe riding practices; (2) safety procedures for boarding and leaving the vehicle; (3) safety procedures in crossing the street to and from the vehicle stops; (4) recognition of the danger zones around the vehicle; and (5) emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.</p> <p>(c) Each agency providing transportation services must provide training for parents that:</p> <p>(1) emphasizes the importance of escorting their children to the vehicle stop and the important of reinforcing the training provided to children regarding vehicle safety; and</p> <p>(2) compliments the training provided to their children so that safety practices can be reinforced</p>	<p>Transportation Specialist visits classrooms to provide transportation safety rules in the fall of each year.</p> <p>Evacuation of school bus is practiced monthly</p> <p>Parents are instructed on bus and pedestrian safety including the need to: escort their children to the bus stop, accompany preschool children across the street, and to review the information taught to children.</p>	<p>Support Services Manager/ Transportation Specialist</p> <p>Bus Driver</p> <p>Teacher/Family Advocate</p>	<p>Fall</p> <p>Monthly</p> <p>August or month of enrollment.</p>	<p>Lesson Plans</p> <p>Evacuation Drill Log</p> <p>Documentation on first home visit for each child. Parent Handbook given at Parent Orientation.</p>
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<p>both in Head Start and at home by the parent.</p> <p>(d) Each agency providing transportation services must ensure that at least two bus evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year.</p> <p>(e) Each agency providing transportation services must develop activities to remind children of the safety procedures. These activities must be developmentally appropriate, individualized and be an integral part of the Head Start or Early Head Start program activities.</p>	<p>Emergency evacuation drills are provided monthly.</p>	<p>Bus Driver & Bus Assistant</p>	<p>Monthly</p>	<p>Drivers' Log Book</p>
<p>1310.22 CHILDREN WITH DISABILITIES (a) Effective January 18, 2006 each agency must ensure that there are school buses or allowable alternate vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. This requirement does not apply to the transportation of children receiving home-based services unless school buses or allowable alternate vehicles are used to transport the other children served under the home-based option by the grantee. Whenever possible, children with disabilities must be transported in the same vehicles</p>	<p>Children requiring a handicap lift have alternate transportation with school districts.</p> <p>Whenever possible children with disabilities are transported with other children enrolled in Head Start.</p>	<p>Special Services Coordinator</p> <p>Special Services Coordinator & Support Services Manager.</p>	<p>September and yearly.</p> <p>September and throughout the year.</p>	<p>IEP in child's file.</p> <p>Bus routes in transportation and IEP's in file.</p>

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<p>used to transport other children enrolled in the Head Start or Early Head Start program.</p> <p>(b) Each Head Start, Early Head Start and delegate agency must ensure compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the HHS regulations at 45 CFR part 84, implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and the Head Start Program Performance Standards on Services for Children with Disabilities (45 CFR part 1308) as they apply to transportation services.</p> <p>(c) Each agency must specify any special transportation requirements for a child with a disability when preparing the child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP), and ensure that in all cases special transportation requirements in a child's IEP or IFSP are followed, including: (1) special pick-up and drop-off requirements; (2) special seating requirements; (3) special equipment needs; (4) any special assistance that may be required; and (5) any special training for bus drivers and monitors.</p>	<p>Special transportation requirements for a child with disabilities must include special pick-up and drop-off, seating, special equipment, and assistance and training for bus drivers and riders as provided by LEA's</p> <p>Special transportation needs of a child are addressed during the IEP to meet the specific needs of the child.</p> <p>Additional training or assistance for transportation staff will be given as needed.</p>	<p>Special Services Coordinator and LEA's</p> <p>Special Services Coordinator/IEP team/Support Services Manager.</p> <p>LEA's/Special Services Coordinator/Support Services Manager</p>	<p>September and yearly.</p> <p>September to June</p> <p>September to June</p>	<p>IEP in child's file.</p> <p>ChildPlus Training files</p>

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<p>1310.23 COORDINATED TRANSPORTATION (a) Each agency providing 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.</p> <p>(b) At a minimum, the agency must: (1) identify the true costs of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the service; (2) explore the option of participating in any coordinated public or private transportation systems existing in the community; and (3) where no coordinated public or private non-profit transportation system exists in the community make every effort to identify other human service agencies also providing transportation services and, where reasonable, to participate in the establishment of a local transportation coordinating council.</p>	<p>The Head Start program reviews comparison of direct service versus contracting for services.</p> <p>Head Start pursued the coordination of public and private transportation in the city of Helena.</p> <p>Contracted services between SD #9 and RMDC, Inc. Head Start now exists and is reviewed annually</p>	<p>Director</p> <p>Director/Support Services Manager</p>	<p>September or as needed.</p> <p>August</p>	<p>Director's transportation file.</p> <p>Contract File</p>