

**Tri-County Community Council, Inc.
Head Start/Early Head Start**

Part: 1303 Financial and Administrative Requirements

Subpart: F-Transportation

Section: 1303.73 Trip Routing

Subject: Alternate Routes

Policy:

Alternate bus routes will be used if hazardous conditions are reported on the existing route.

Procedure:

1. The Center Director will report any hazardous conditions in the way of the bus route to the Director immediately.
2. The Director will call the appropriate Tri-County Transportation Coordinator and request information for an alternate route.
3. The Director will maintain contact with the Center Director to ensure a safe route is used to transport the children to and/or from school.