

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

Part: 1303 Financial and Administrative Requirements

Subpart: F-Transportation

Section: 1303.72 Vehicle Operation

Subject: Bus Driver Qualifications

Policy:

Tri-County Community Council, Inc. Head Start/Early Head Start will ensure that any person who drives a program bus will meet all requirements of the State of Florida and Head Start Performance Standards.

Procedures:

1. The following information for bus drivers will be kept on file in each Head Start Center providing daily transportation:
 - Copy of CDL License
 - Copy of Annual Driver's Physical
 - Current CPR/First Aid Certification
2. The administration office will keep a copy of the background screening for each driver.
3. Each driver will receive an annual evaluation which includes an on-board observation of road performance and safety practices.
4. Each bus driver will receive clearance annually through the Department of Highway Safety and Motor Vehicles including disclosure of any moving traffic violations.