

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: Bus Trip Routing

Policy:

Head Start will provide transportation services with planned, fixed routes that ensure the safety of the children.

Procedure:

1. The time children are in transit to and from Head Start must not exceed one hour unless no shorter alternative route is available.
2. Buses must not be loaded beyond maximum capacity limits.
3. Buses must not be required to back up or make “U” turns, except when necessary for safety.
4. Stops must be located to minimize traffic disruptions and to afford the driver a good view in front of and behind the bus.
5. Stops must be located to eliminate the need for children to cross the street to board bus whenever possible.
6. Any request by parents/guardians for pick-up/drop off change must be in writing.
7. Pick up/drop off *will not* be changed via phone call from parents/guardians.
8. The Center Director will contact the Transportation Coordinator for approval prior to making any changes on the bus routes.
9. The Center Director will notify the bus monitor of changes on bus routes.
10. If the route change is permanent, the Center Director will update the bus schedule.