

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

**Part: 1303 Financial and Administrative Requirements**

**Subpart: F-Transportation**

**Section: 1303.70 Purpose**

**Subject: Transportation Services**

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**Policy:**

Head Start must assist as many families as possible who need transportation in order for their children to attend the program.

**Procedure:**

1. Reasonable assistance must be provided to the families to arrange transportation for the child to attend the Head Start program and activities even if regular transportation is not provided.
2. Specific types of assistance being offered by Head Start must be made clear to all prospective families in recruitment announcements.
3. Transportation will be provided by Tri-County Community Council with specially equipped vehicles available for disabled as needed.
4. Staff will ask parents about the need for transportation on application and at enrollment.
5. Staff will have parents sign memorandum of agreement for transportation at enrollment as needed.
6. Bus monitors will submit a weekly transportation log to the Center Director.
7. The weekly transportation log is signed daily at the end of the bus route.
8. The weekly transportation log and the pre/post trip check sheet will be kept on file at the center.