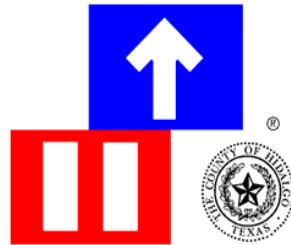


Hidalgo County Head Start Program



Transportation Services Program Plan 2008-2009

Oscar Palacios, Field Operations/Transportation Director
Oliver Solis, Transportation Coordinator

Transportation Advisory Committee Approval: 04.17.08
Policy Council Approval:
Commissioners' Court Approval:



Hidalgo County Head Start Program

Maintenance/Transportation

OSCAR PALACIOS
Field Operations Director



Oliver Solis
Transportation Coordinator

Mirella Rodriguez
Field Operations Secretary

Darlene Garza
Field Operations/Transportation Clerk

Janie Garza
Inventory Clerk

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.1

GOAL: The Hidalgo County Head Start Program in collaboration with parents/guardians will establish a plan to transport children in a safe manner.

OBJECTIVE: To ensure an on-going training and certification program for all assigned drivers and parents where applicable to include pedestrian safety and cost control.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
<p>1. Parents of qualifying children are provided with a set of bus safety rules and an acknowledgement form to sign. Bus safety is also presented to all children at the beginning and during the school year in the curriculum's daily lesson plan. The transportation plan shall be developed with staff, parent and community member participation. Drivers will receive required training and certifications to ensure the safety of children. Vehicles will be inspected daily as part of a preventive maintenance and cost control program.</p>	<p>Field Operations Director, Transp. /Maint. Coordinator, Bus Drivers</p>	<p>Field Operations Director, Transp. /Maint. Coordinator, Center Managers</p>	<p>Pre-service, On-going, Parent Orientation</p> <p>May of current school year (to be implemented the following year)</p> <p>August thru May</p>	<p>Agendas, Sign-In forms</p> <p>Agendas, Certificates of Completion</p> <p>Vehicle Inspection Report</p>

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.2 (a) (b) (c)

GOAL: The Hidalgo County Head Start Program will ensure that all transportation regulations are enforced regardless of whether it is provided by our own vehicles or outside providers.

OBJECTIVE: To ensure compliance with all sections of the head start standards by the appropriate date as stated in the standards.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. Monitor all vehicles whether program owned vehicles or owned by providers for compliance. 2. In situations where the program is not able to accommodate transportation, then private services shall be considered for cost effectiveness.	Field Operations Director, Transp. /Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator	On-going On-going	Transportation Request form, Vehicle Inventory Transportation Request Form, Lease Contracts

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.10 (a) (b) (c) (d) (1) (2) (3) (4) (e) (f) (g)

GOAL: Hidalgo County Head Start Program is to provide transportation for as many children as is fiscally possible and to assist the parents of those children we cannot transport to arrange for transportation to and from program activities.

OBJECTIVE: To ensure that all transportation services comply with all applicable safety standards whether provided by the program or outside providers. Each transportation unit must be equipped with the following:

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS FORMS
1. The program will continue providing transportation to a portion of the enrolled children with a total of twenty-nine (29) regular routes. All other families whose children are not being transported and request assistance are provided with guidance for other alternatives.	Field Operations Director, Transp. /Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator	Pre-service On-going training Parent orientation	Agendas Sign-in Forms
2. We will continue to maintain all vehicles used for transportation that are equipped with all safety requirements to include, but are not limited to, fire extinguisher with sign, reflective triangles, spare fuses, first aid kit with sign and seat belt cutter, both with signs.	Field Operations Director, Trans/Maint. Coordinator, Bus Drivers	Field Operations Director, Transp. /Maint. Coordinator	Pre-service On-going Training	Agendas Sign-in Forms
3. Continue to inspect annually as part of the required annual inspection for compliance.	Field Operations Director, Transp. /Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator	August thru May	Transp. Notice Letter

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.11

GOAL: The Hidalgo County Head Start Program will ensure that all transportation vehicles are equipped with appropriate and approved restraint systems.

OBJECTIVE: Each designated transportation vehicle will be inspected to ensure that restraint systems, as required by children are appropriate for height and weight.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program will continue to monitor all transportation units to ensure as per effective compliance date of February 20, 2004 ensuring that all transportation units were equipped with an approved child restraint system in proportion to height and weight.	Field Operations Director, Transp. /Maint. Coordinator, Bus Drivers	Assigned bus driver	On-going	Inspection Log

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.12 (a) (b) (1) (2) (c) (b)

GOAL: The Hidalgo County Head Start Program will ensure that all children are transported in school buses or allowable alternative vehicles equipped with approved safety equipment.

OBJECTIVE: To ensure that all vehicles used for transporting children will not only be in compliance with child restraint systems, but reverse beepers as well, and that transportation vehicles purchased with grant funds meet all federal, state and local requirements.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program will continue to ensure that all vehicles used for transporting children are school buses or allowable alternate vehicles with reverse beepers. 2. Specifications for new vehicles will be drawn from an approved source, such as the State's General Service Agency.	Field Operations Director, Transp. /Maint. Coordinator Procurement Officer	Field Operations Director Transp. /Maint. Coordinator	Grant award Guidelines Grant award Guidelines	Specification Sheet Specification Sheet

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.13 (a) (b) (c)

GOAL: Hidalgo County Head Start will ensure that all vehicles are in a safe operation condition at all times

OBJECTIVE: To implement a monitoring system for safety compliance and service on all vehicles utilized for transportation.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program has established and is implementing procedures to continue to enforce the programs current system of safety monitoring such as: <ul style="list-style-type: none"> • Yearly inspections by the state on all motor vehicles. • Preventive maintenance program. • Daily pre and post trip inspection by drivers. 	Field Operations Director, Transp. /Maint. Coordinator Drivers	Field Operations Director, Transp. /Maint. Coordinator	On-going	Preventive Maintenance Log Pre/Post Trip Inspection Report

HIDALGO COUNTY HEAD START PROGRAM
 TRANSPORTATION PLAN
 2008-2009

PERFORMANCE STANDARD: 1310.14

GOAL: Hidalgo County Head Start Program will specify correct specifications of new vehicles, school buses and alternate allowable vehicles

OBJECTIVE: Hidalgo County Head Start Program will ensure a thorough review of all specification and applicable certification upon the receipt of all new vehicles.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program will continue to ensure that all bid announcements comply, with state and federal regulations including its intended use. Furthermore, the program will continue to examine all the vehicles upon receipt to ensure compliance to all bid specifications and certification with Federal Motor Vehicle Safety Standards.	Field Operations Director, Transp. /Maint. Coordinator, Procurement Director	Field Operations Director, Transp. /Maint. Coordinator, Procurement Director	Proposal request date and receipt of vehicles	Proposal outline and specification check list

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.15 (a) (b) (c) (d)

GOAL: Hidalgo County Head Start Program will ensure that children be safely transported to and from the center, program related activities and service providers.

OBJECTIVE: Hidalgo County Head Start Program will ensure that appropriate height and weight restraint systems be utilized for children weighing 50 pounds or less while vehicle is in motion; isles and emergency exits be kept clear and loose articles be properly restraint.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program will continue to ensure that all vehicles used for transportation are equipped with an approved restraint system as per regulation in effective January 2004. The bus monitor will also ensure that all baggage and loose articles are properly secured including maintaining clear aisles and emergency exits unobstructed at all times.	Field Operations Director, Transp. /Maint. Coordinator, Driver	Assigned bus driver, bus aide, Transportation Director and Transportation Coordinator	On-going	Monitoring instrument

**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN**

2008-2009

PERFORMANCE STANDARD: 1310.16 (a) (1) (2) (b) (1) (2) (3) (c)

GOAL: Hidalgo County Head Start Program will ensure that all drivers are qualified and in possession of valid current required certification, as well as meet all physical and mental ability required to perform job related functions.

OBJECTIVE: Hidalgo County Head Start Program will ensure a safe and efficient transportation operation by implementing a comprehensive and screening process for all applicants seeking employment as drivers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
<p>1. The program will ensure that all drivers are current on all the required drug testing certifications and be tested randomly for drugs, mental and physical ability, or with reasonable accommodations be able to perform duties determined by a medical examination. Medical examination shall be completed prior to commencing driving duties. All applicants will be subject to a review process that includes:</p> <ul style="list-style-type: none"> • Background check as per criteria already established and exposed. • A drug test policy which includes random drug testing as per civil service rule. • Physical evaluation of ability to perform the task <p>2. The Hidalgo County Head Start Program will develop a questionnaire relevant to driving and work experience to be implemented during the interview process, including previous employment verification, criminal background check and driving traffic violations</p>	<p>Field Operations Director, Transp. /Maint. Coordinator, Risk Management, Human Resources</p> <p>Field Operations Director, Transp. /Maint. Coordinator, Risk Management, Human Resources</p>	<p>Field Operations Director, Transp. /Maint. Coordinator</p> <p>Field Operations Director, Transp. /Maint. Coordinator</p>	<p>On-going</p> <p>On-going</p>	<p>Driver license, required training and certifications</p> <p>Questionnaire form</p>

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.17 (a) (b) (1) (2) (3) (4) (5) (6) (7) (c) (d) (e) (f) (1) (2)

GOAL: To provide safe transportation to program participants.

OBJECTIVE: Hidalgo County Head Start Program will ensure that all drivers and monitors receive the required training within the allowed time frame.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program provides the required training to all drivers upon hiring and during pre-service, and an on-going basis. Topics include classroom, behind-the-wheel to safely and efficiently operate the vehicle; running fixed routes; loading/unloading children; stopping at railroad crossings and other maneuvers; evacuation procedures and the operation of special equipment (lifts assistive devices). Bus monitors are also trained in their area of responsibility.	Field Operations Director, Transp. /Maint. Coordinator	Transp. /Maint. Coordinator	July thru May	Calendar
2. Fixed routes are implemented with no backing or “U” turns only for safety reasons. When roadway crossing is required, children are escorted by monitor or adult person.	Field Operations Director, Transp. /Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator	July thru May	Agendas, sign-in sheets

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.20 (a) (b) (1) (2) (3) (4) (5) (6) (7)

GOAL: To make parents aware and responsible on the transportation regulations to provide proper planning in developing fixed routes for transporting children safely

OBJECTIVE: Hidalgo County Head Start Program will ensure that training be provided to parents at the beginning of the school year.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
<p>1. The program's primary concern is the safety of the children. Parents are provided training within the first thirty days of the child's enrollment. The program also ensures that each route does not exceed one-hour ride only if there is no shorter route or poses a safety concern. The HCHSP will ensure that the following principles are followed:</p> <ul style="list-style-type: none"> • Not to exceed one hour route trip • Vehicles will not be used beyond capacity • No U turns will be allowed • Stops will be located at safest intersections • All crossing precautions will be taken • Alternate routes will be planned in case of emergencies. 	<p>Field Operations Director, Transp. /Maint. Coordinator Center Manager</p>	<p>Field Operations Director, Transp. /Maint. Coordinator</p>	<p>September</p>	<p>Training agendas, Sign-in sheets</p>

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.21 (a) (b) (1) (2) (3) (4) (5) (c) (1) (2) (e)

GOAL: To ensure an on-going transportation safety program for children and parents by conducting safety education training

OBJECTIVE: The Hidalgo County Head Start Program in collaboration with the parents and children will conduct training related to pedestrian safety, safe riding practices, safe loading and unloading procedures, roadway crossing to and from the vehicle at stops, danger zones around the bus and emergency evacuation procedures. The program will also conduct three evacuation drills during the school year including activities reminding children of the training.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
<p>1. The program provides bus safety training in areas such as pedestrian safety for children and parents. The training takes place within the first thirty days of the program year.</p> <p>2. The children are taught safe riding practices, boarding and unloading procedures, roadway crossings, the danger zones, and emergency evacuation procedures as part of the daily lessons.</p>	<p>Field Operations Director, Transp. /Maint. Coordinator</p> <p>Field Operations Director, Transp. /Maint. Coordinator Center Manager</p>	<p>Field Operations Director, Transp. /Maint. Coordinator,</p> <p>Field Operations Director, Transp. /Maint. Coordinator</p>	<p>August thru May</p> <p>Two times during the program year</p>	<p>Agendas Hand-outs</p> <p>Evacuation Record</p>

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1310.22 (a) (b) (c) (1) (2) (3) (4) (5)

GOAL: To ensure the appropriate and safe transporting of children with disabilities

OBJECTIVE: The Hidalgo County Head Start Program will make available appropriate number of buses or allowable alternate vehicles for transporting children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
<p>1. The program provides transportation to children with disabilities in appropriately equipped buses to their respective school district for services. The program also mainstreams children with disabilities by transporting them on the regular bus routes. Individual Education Plan (IEP) reflect child's need for transportation and is accommodated with special adaptive equipment, if needed, including bus driver and monitor training and ensure compliance with the American with Disabilities Act (42 U.S.C. 1201 et seq.) The HHS regulations at 45 CFR Part 84, section 504 of the Rehabilitations Act of 1973 (29 U.S.C. 794) and the Head Start Performance Standards of CFR 1308.</p>	<p>Field Operations Director, Transp. /Maint. Coordinator, Center Manager</p>	<p>Field Operations Director, Transp. /Maint. Coordinator</p>	<p>Present-2006</p>	<p>Memorandum Budget work Shop</p>

HIDALGO COUNTY HEAD START PROGRAM
 TRANSPORTATION PLAN
 2008-2009

PERFORMANCE STANDARD: 1310.23 (a) (b) (1) (2) (3)

GOAL: The Hidalgo County Head Start Program will make a coordinated effort to explore the possibility of implementing private or other human services agencies to improve the cost of transportation services.

OBJECTIVE: To ensure adequate and cost effective transportation to qualifying children.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program has a collaborative agreement with Texas Migrant Head Start to facilitate transportation should our program not have adequate number of buses for program sponsored events. The program has also developed a “cost per child” report to determine the feasibility of transportation by geographical areas. The program has also contacted the Lower Rio Grande Valley Development Council, but currently the program does not have to need for alternate transportation.	Field Operations Director, Transp. Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator	On-going	Comparison Work sheet

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that an effective on-going monitoring is implemented to comply with Federal Standards.

OBJECTIVE: To establish and maintain procedures for on-going monitoring that will allow the program to provide and improve the delivery of quality services to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
<p>Daily Maintenance Log: The program utilizes this instrument to document all required work and repair that is done and recorded on an on-going basis.</p>	<p>Field Operations Director; Transportation/Maintenance Coordinator</p>	<p>Field Operations Director; Transportation/Maintenance Coordinator</p>	<p>On-going</p>	<p>Maintenance Log copy Document copy</p>
<p>Preventive Maintenance Checklist: All maintenance staff utilizes this instrument at each of their assigned sites to identify needed or potential repair on a monthly basis.</p>	<p>Field Operations Director; Transportation/Maintenance Coordinator</p>	<p>Field Operations Director; Transportation/Maintenance Coordinator</p>	<p>On-going</p>	<p>Maintenance Log copy Document copy</p>

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2008-2009

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that an effective on-going monitoring is implemented to comply with Federal Standards.

OBJECTIVE: To establish and maintain procedures for on-going monitoring that will allow the program to provide and improve the delivery of quality services to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
<p>Playground Checklist: This instrument is utilized monthly to conduct a playground walk through by the Center Manager and the maintenance staff to identify needed repair for compliance with State Licensing Performance Standards.</p>	Center Manager, Maintenance Staff	Field Operations Director, Transportation/Maintenance Coordinator	On-going	Document Copy
<p>Pre/Post Trip Checklist: Each vehicle used is inspected daily utilizing this instrument to determine the vehicle safe and road worthy. Any malfunction is reported, repaired and determined safe by a certified mechanic before utilizing the vehicle.</p>	Driver	Field Operations Director, Transportation/Maintenance Coordinator	On-going	Document Copy
<p>Bus Route Monitoring Report: An on-going bus route monitoring is conducted to ensure the safety of the children, the duration of the route and the driver's driving ability. This instrument is implemented to be compliant with 1310 Transportation Standards.</p>	Center Manager, Facilitator, Transportation/Maintenance Coordinator	Field Operations Director, Transportation/Maintenance Coordinator	On-going	Document Copy