

# Hidalgo County Head Start Program

## Policy Council Agenda

**DATE:** May 19, 2010

**SUBJECT:** Discussion/Approval of Transportation Services 2010-2011 Program Plan

**RATIONALE/NEED:** The program plan must be approved annually to comply with Federal Performance Standards.

**RECOMMENDATION:** Administration recommends approval.

**COST:** N/A

**RELATED INFORMATION INCLUDES:** Transportation Services Program Plan

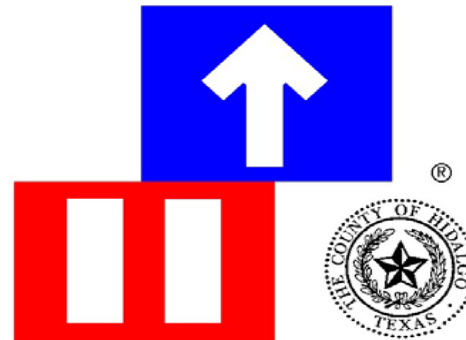
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**INITIATED BY:** Oscar Palacios, Field Operations/Transportation Director 

**REVIEWED BY:** Edmundo Garcia, Assistant Program Director 

**EXECUTIVE DIRECTOR'S APPROVAL:** 

# Hidalgo County Head Start Program



## TRANSPORTATION SERVICES PROGRAM PLAN 2010-2011

Transportation Advisory Committee Approval: 04.28.10  
Policy Council Approval: 05.19.10  
Commissioners' Court Approval:

**Hidalgo County Head Start Program**

**Maintenance/Transportation**

**OSCAR PALACIOS**  
**Field Operations Director**



**Oliver Solis**  
**Transportation Coordinator**

**Darlene Garza**  
**Field Operations Secretary**

**Cassandra Castillo**  
**Field Operations/Transportation Clerk**

**Leticia Hernandez**  
**Inventory Clerk**

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**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, Coordinator, Bus Drivers</p>	<p>Field Operations Director, Transp. /Maint. Coordinator,</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>

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

**GOAL:** The Hidalgo County Head Start Program will ensure that the necessary number of vehicles to transport qualifying program participants will be provided.

**OBJECTIVE:** To ensure that the program will provide transportation to all qualifying enrolled children in or leased vehicles with proper arrangements.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program currently is utilizing thirty-five (35) buses and double routes and has plans to acquire sufficient number of vehicles to transport qualifying children, budget permitting.  2. In situations where the program is not able to accommodate transportation, then private services shall be considered for cost effectiveness.	Field Operations Director, Trans. /Maint. Coordinator	Field Operations Director, Trans. /Maint. Coordinator	On-going  On-going	Transportation Request form, Vehicle Inventory  Transportation Request Form, Lease Contracts

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

**GOAL:** Hidalgo County Head Start Program will assist families and secure transportation to families the program is not able to provide transportation for. The program will also ensure all vehicles are equipped with all required safety equipment and materials.

**OBJECTIVE:** To ensure that families not transported by the program be assisted and guided to other means of transportation so that children will attend the program; each transportation unit is equipped with a communication system, fire extinguisher with sign, reflective triangles, spare electrical fuses, first aid kit with sign, a seat belt cutter with sign, auxiliary seating shall be part of the transportation unit and factory installed; maintained and inspected annually; all accidents be reported observing state requirements; children are released to authorized persons; rosters are kept up to date by appropriate personnel.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS FORMS
1. The program is currently providing transportation to a portion of the enrolled children with a total of thirty-one (31) regular routes. All other families whose children are not being transported and request assistance are provided with guidance for other alternatives.	Field Operations Director, Coordinator	Field Operations Director, Coordinator	Pre-service On-going training Parent orientation	Agendas Sign-in Forms
2. All vehicles used for transportation are equipped with all safety requirements to include, but 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, Coordinator, Bus Drivers	Field Operations Director, Coordinator Risk Management Specialist	Pre-service On-going Training	Agendas Sign-in Forms
3. All auxiliary seating is inspected annually as part of the required annual inspection for compliance.	Field Operations Director, Coordinator	Field Operations Director, Coordinator, Risk Management Specialist	August thru May	Transp. Notice Letter
4. The program ensures that children transported are released only to authorized persons.	Bus Aide	Bus Driver	August thru May	Parent Sign In/Out roster

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**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 was compliant by January 20, 2004 ensuring that all transportation units were equipped with an approved child restraint system in proportion to height and weight.	Field Operations Director, Coordinator, Bus Drivers	Assigned bus driver	On-going	Inspection Log

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

**GOAL:** The Hidalgo County Head Start Program will use grant money to purchase school buses or alternate allowable vehicles.

**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 currently has ensured that all vehicles used for transporting children are approved 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, Coordinator  Procurement Officer	Field Operations Director Risk Management Specialist Transp. Coordinator	Grant award Guidelines  Grant award Guidelines	Specification Sheet  Specification Sheet

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

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

**OBJECTIVE:** To ensure the safety of the children the program will establish and implement the following program:

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 ensure the safe operation of all transport units. Procedures such as yearly inspection by state motor vehicle inspection stations; preventive maintenance and daily pre and post trip inspection by the driver.	Field Operations Director, Coordinator Drivers	Field Operations Director, Coordinator, Risk Management Specialist	On-going	Preventive Maintenance Log Pre/Post Trip Inspection Report

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**PERFORMANCE STANDARD: 1310.14**

**GOAL:** The Hidalgo County Head Start Program will specify correct specifications on new vehicles to include its intended use.

**OBJECTIVE:** To ensure a thorough specification check list and applicable certification upon receipt of new vehicles.

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

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

**GOAL:** 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.

**OBJECTIVE:** To ensure that children will be safely transported to and from the center, program related activities and service providers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program ensured that all vehicles used for transportation were equipped with an approved restraint system before January 2004. The program also ensures that all baggage and loose articles are properly secured including maintaining clear aisles and emergency exits unobstructed at all times.  2. The program ensures that each bus has a qualified Bus-aide to assist and supervise children. When the assigned Bus-aide is absent, a substitute is utilized.	Field Operations Director, Transp. /Maint. Coordinator, Driver	Assigned bus driver, bus aide, Transportation Director and Transportation Coordinator  Risk Management Specialist	On-going	Monitoring instrument

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

**GOAL:** The Hidalgo County Head Start Program will ensure that all assigned drivers be fully qualified and possessing current required certification, including physical and mental ability.

**OBJECTIVE:** To ensure a safe and efficient transportation operation by implementing a comprehensive application and screening process on all persons 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 assigned drivers be 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.</p>	<p>Field Operations Director, Transp. /Maint. Coordinator, Risk Management, Human Resources</p>	<p>Field Operations Director, Transp. /Maint. Coordinator</p>	<p>On-going</p>	<p>Driver license, required training and certifications</p>
<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</p>	<p>On-going</p>	<p>Questionnaire form</p>

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

**GOAL:** The Hidalgo County Head Start Program will ensure that all designated drivers receive the required training within the allowed time frame.

**OBJECTIVE:** To provide safe transportation to program participants.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
<p>1. The program provides the required training to all drivers upon hiring and during pre-service, on-going and as needed. Topics include classroom, behind-the-wheel to safely and efficiently operate the vehicle; running fixed routes; loading/unloading children; stopping at railroad crossing and other maneuvers; evacuation procedures and the operation of special equipment (lifts assistive devices). Bus monitors are also trained in their area of responsibility. Each driver will be evaluated yearly which will include road performance.</p>	<p>Field Operations Director, Transp. /Maint. Coordinator</p>	<p>Transp. /Maint. Coordinator</p>	<p>July thru May</p>	<p>Calendar</p>
<p>2. The program provides training to bus monitors before being assigned on the following topics: child boarding/exiting procedures, the use of child restraint systems, required paperwork, emergency evacuation procedures, use of special equipment, child pickup and release procedures, and pre and post trip vehicle checks.</p>	<p>Trans. Coordinator</p>	<p>Field Operations Director</p>	<p>July thru May</p>	<p>Agendas, sign-in sheets</p>
<p>3. 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.</p>	<p>Field Operations Director, Trans. Coordinator</p>	<p>Field Operations Director, Trans. Coordinator</p>	<p>July thru May</p>	<p>Agendas, sign-in sheets</p>

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

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

**OBJECTIVE:** To make parents aware and responsible on the transportation regulations

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
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.	Field Operations Director, Transp. /Maint. Coordinator  Center Manager	Field Operations Director, Transp. /Maint. Coordinator	September	Training agendas, Sign-in sheets

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

**GOAL:** The Hidalgo County Head Start Program in collaboration with the parents and children will conduct training regarding 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.

**OBJECTIVE:** To ensure an on-going transportation safety program for children and parents to help prevent harm or injury.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
<ol style="list-style-type: none"> <li>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.</li> <li>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. The program ensures that the Bus Aide escort children when crossing the street.</li> </ol>	<p style="text-align: center;">Field Operations Director, Coordinator</p> <p style="text-align: center;">Field Operations Director, Coordinator Center Manager</p>	<p style="text-align: center;">Field Operations Director, Coordinator,</p> <p style="text-align: center;">Field Operations Director, Coordinator</p>	<p style="text-align: center;">August thru May</p> <p style="text-align: center;">Three times during the program year</p>	<p style="text-align: center;">Agendas Hand-outs</p> <p style="text-align: center;">Evacuation Record</p>

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

**GOAL:** The Hidalgo County Head Start Program will make available appropriate number of buses or allowable alternate vehicles for transporting children with disabilities. Children’s Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) shall specify special transportation requirements such as seating, equipment and any special assistance that may be required.

**OBJECTIVE:** To ensure the appropriate and safe transporting of children with disabilities to include, whenever possible, the inclusion of children with disabilities by transporting them in the vehicles as are non-disabled peers.

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) reflects child’s need for transportation and is accommodated with special adaptive equipment, if needed, including bus driver and monitor training.</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>
<p>2. Children with disabilities needing therapy are transported to their respective school district to receive speech therapy. Private providers provide transportation to their facilities or perform services on site.</p>	<p>Center Manager</p>	<p>Special Services Director</p>	<p>August thru May</p>	<p>Child’s file Progress notes</p>

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**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
<p>1. The program currently does not have the need to contract private or public transportation services. The program has a collaborative agreement with Teaching and Mentoring Communities 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.</p>	<p>Field Operations Director, Transp. Maint. Coordinator</p>	<p>Field Operations Director, Transp. /Maint. Coordinator</p>	<p>On-going</p>	<p>Comparison Work sheet</p>