



**Isleta Head Start &
Child Care
2015-2016
Transportation Hand Book**

*The Isleta Head Start & Child Care Program
is a family centered learning environment that respects and values children,
families and the community.*

*The safety of our children at Isleta Head Start & Child Care is of utmost
importance to us. The transportation policies and procedures have been developed
to better serve our families while meeting Federal, State and Tribal
Transportation Regulations, as applicable, as well as Head Start Performance
Standards*



I. Eligible Children

1. Children are eligible for transportation services if the family lives within the Pueblo of Isleta boundaries and are enrolled in the Head Start Program.
 - a. Head Start Transportation Services boundary is outlined as follows:
Transportation Services will be provided for those who live at least a ¼ mile from the Head Start & Child Care building and within the Isleta Reservation boundaries, with the exception of the residents residing East of NM 314
 - b. All requests will be reviewed and or approved on an individual basis.
2. Transportation services are a privilege. Services may be revoked for students or families who do not adhere to the policies and procedures or whose behaviors endanger others. Transportation privileges will be revoked after every effort has been made to find a resolution with a family.
3. The Transportation Handbook Acknowledgement must be signed and turned in to the Facilities Coordinator, in order for your child to become eligible for transportation services. This must be signed each program year.

II. Transportation Staff:

1. Transportation Staff shall follow all Head Start, Federal, State, and Tribal Rules and Regulations that pertain to transportation.
2. Transportation Staff shall not carry their personal cell phones on the bus at any time. Unless absolutely needed for means of communication with the center.
3. Transportation staff reports to their designated location 15 minutes before any route is to begin in the morning, afternoon and for field trips.
4. Transportation staff may not leave their vehicles until all school bus related duties have been accomplished.
5. Transportation staff are expected to provide a positive, supportive environment for children and parents.
6. Transportation staff are expected to communicate effectively with program staff, parents, children, and fellow transportation staff.
7. Transportation staff will educate children regarding the appropriate bus, safety, and health rules.
8. Transportation staff will educate the children in the proper use of height and weight appropriate child safety restraint systems in the school bus and continue to reinforce the education throughout the program year.
9. Transportation staff are trained to respond professionally, responsibly, and effectively to any emergency on the school bus.
10. Transportation staff will maintain a clean and safe vehicle to ensure the health and safety of the children.



Transportation Staff - Bus Driver Responsibilities:

1. The Bus Driver conducts and documents a pre-trip inspection of the vehicle before each trip.
 - a. The bus will not be moved if it does not pass the required pre-trip inspection.
2. The bus driver conducts and documents a post-trip inspection of the vehicle. (This inspection includes a “walk-thru” of the bus to ensure that no children remain on the school bus.)
3. Any necessary maintenance, incidents, or accidents are documented and reported immediately post-trip to the Facilities Coordinator and/or Executive Director.
4. The bus driver maintains daily records on the transportation of each child and the operation of the school bus. (This includes a post-trip check of the bus attendance sheet to ensure that all children who got on the bus, got off the bus.)
5. The bus driver is responsible for the safety and orderly conduct of the children on the school bus.
6. Children have assigned seats. Reassignment of seats may be necessary throughout the program year to be determined by the bus driver.
7. The driver is responsible for ensuring that parent or authorized adult signs the child on and off the bus.

***Transportation records shall be maintained on premises for a period of no less than three years.**

Transportation Staff - Bus Monitor Responsibilities

1. The Bus Monitor may assist the bus driver as needed in the daily pre and post trip inspection of the school bus and the daily recordkeeping.
2. The Bus Monitor assists with maintaining a clean and safe environment in and around the school bus.
3. The Bus Monitor remains with the children at all times, which includes escorting the children to and from the bus and classroom.
4. The Bus Monitor will help children on and off the bus if necessary.
5. The Bus Monitor is responsible for assisting children with the appropriate child height and weight safety restraints.
6. The Bus Monitor is responsible for handing out parent notices to and from parents or responsible adults at each bus stop.



III. School Bus Routes:

1. The school bus route has been set to ensure that children spend the least amount of time as possible, not to exceed one hour on the bus, while accommodating all requests for transportation.
2. School bus stops have been set according to the designation requested by the parent or guardian.

3. Requests for change in designated stop for a child may be made only by parent, guardian or other legal entity. The only changes that will be accepted are those that are long-term and permanent. Multiple bus changes will be considered only in extenuating circumstances.
 - a. If a change is being requested, parents/guardians must notify and submit a written letter of request 2 days prior of the change to the Facilities Coordinator for approval.
 - b. The bus driver, monitor, or Head Start Center staff may not authorize a change in the designated stop. Only the Facilities Coordinator is authorized to approve any changes that are within flexibility of all regulations.

Please be advised that not all transportation change requests can be approved due to the maximum time that a child can spend on the bus and the maximum occupation per bus

4. Please keep phone numbers up to date. Please keep in mind that the bus and the center use two different forms. Please update both forms' if need be.
5. **Children must have one designated stop for the AM and PM routes. Requests for revolving stops will not be honored.(Ex. Mon, Wed, & Fri Route A. Tue & Thur. Route C)**



IV. Drop Off and Pick Up of Children:

1. Parents/Authorized Adults should be waiting outside their designated bus stop five (5) minutes before/after their scheduled bus pick up and drop off time.
 - a. For both drop off and pick up, the driver shall not wait for students or designated adult unless they are observed making an effort to reach the bus or unless otherwise specified and justified in the students' IEP (Individual Education Plan).
 - i. When departing from the school, once buses are loaded and the first bus has begun to roll, no child from any bus may be unloaded from the bus except at the designated bus stop.
 - b. Bus monitors will not accept a child who refuses to get on the bus. Should this occur, the child must be transported privately to or from the Head Start Center.
 - c. Parents/Authorized Adults cannot take their child onto the bus if they are refusing to ride.
 - d. An authorized individual 18 years or older will be required to sign the child off the bus and must be listed on the Bus Route Form.
 - e. Child will not be released to any authorized individual who is or showing signs of being under the influence of drugs or alcohol.

In the Morning: If your child will not be attending school or will not be riding the bus, call the school at 869-9796 by 7:00 am or leave a message.

In the Afternoon: If you wish to pick up your child from the center please call the school at 869-9796 by 2:00pm or leave a message.

If you have an Emergency: Call as soon as you know that you cannot meet your child at the bus stop.

If you wish to pick up/drop off your child at the Center, please make sure to inform the front office staff. The front office will fill out the Transportation slip and give to the appropriate staff. This process is needed to ensure the safety of your child and attendance purposes.

2. Head Start is authorized to release children only to authorized parents/guardians and/or those who are 18 years of age and listed on the bus route form. Anyone picking up a child may be asked to show identification.
 - a. If a parent or guardian wants to authorize an individual not listed on the bus route form, the authorization must be first made in person at the Center. Prior to a child being released to the individual, all changes must be made to the Transportation Form.
3. If you are unable to be at your child's designated stop, you **may not** follow the bus to another designated stop within your child's bus route to load or unload your child there.

***Please do not flag down the bus or chase after it. If the driver feels a person is endangering the safe operation of their bus, they will report the incident to the Isleta Police Department.**

- a. Children who do not have a parent or authorized adult waiting at the designated stop will be returned only to the Head Start Center at the completion of the route.
- b. The school bus monitor will call the Head Start Center when a child is being returned to the Head Start Center.
- c. The Head Start Center front office staff will contact an authorized adult listed on the child's Emergency Contact form for the Center, to pick up the child at the Head Start Center.
- d. The Head Start Executive Director, or designated staff, will file a report with Social Services if the child is not picked up by 4:00pm (a copy to authorized parents/guardian and will be placed in the child's file).
- e. A Head Start staff member will hold a follow up conference with the parent/guardians.

V. Attendance:

1. In order to maintain consistency on daily routes it is important that your child utilizes bus transportation services on a regular basis.

- a. In the Morning: If your child will not be attending school or will not be riding the bus, call the school at 869-9796 by 7:00 am or leave a message.
- b. In the Afternoon: If you wish to pick up your child from the center please call the school at 869-9796 by 2:00pm or leave a message.
- c. If you have an Emergency: Call as soon as you know that you cannot meet your child at the bus stop.
- d. At fifteen (15) unexcused absences or no call no show, your transportation services will be placed on hold until the parent/guardian contacts the Facilities Coordinator at 869-9796.
- e. If your transportation services are placed on hold, you will then be required to schedule a meeting with the Facilities Coordinator to develop a Transportation Plan.
- f. If Transportation Plan is not met or carried out your child's transportation privileges will be revoked.

Attendance tracking is vital to the program. This helps ensure that all children requesting transportation are receiving transportation services. If a child is not utilizing the request, the child will be removed from the bus roster to give the opportunity for another child to utilize the transportation services.

The Facilities Coordinator will give the Executive Director and the teachers a Monthly Bus Attendance Report.

VI. Safe Operation Procedures:



These procedures are mandated by State and Federal law and are intended to ensure that your child is not unnecessarily placed in an unsafe situation.

Per Transportation Law: Drivers are required to stop at least fifteen feet in front or back of a stopped school bus and may not pass the bus while the lights are flashing and the STOP sign is extended.

Parents and Community Members are encouraged to report any bus driving violations to the Isleta Police Department (869-3030) and/or Head Start program immediately (869-9796).

1. Alcoholic beverages, illegal drugs and/or firearm(s) are not permitted on buses or any Head Start grounds at any time.
2. Busses must not be loaded beyond the maximum passenger capacity at any time.
3. A complete stop shall be made at all established school bus stops whether students are present or not, unless a parent/guardian, Head Start staff or transportation provider has notified the driver that the student will be absent.
4. The bus shall be brought to a complete stop with the park brake activated before taking on or letting off students.

5. The driver shall not impede traffic unnecessarily.
6. School busses shall not be backed up or make “U” turns on school grounds or on the bus routes, unless absolutely necessary, and then only with assistance from the bus monitor.
7. School buses shall not turn right on a red traffic light even though a complete stop is made and the intersection is clear of cross traffic.
8. School buses will, before crossing any railroad track/tracks, activate four-way hazard lights and bring the bus to a complete stop not less than 15 feet or more than 50 feet in front of the rail nearest the front of the bus.
 - a. The service door and the window to the driver’s immediate left shall be open
 - b. The driver shall look and listen in both directions along the track/tracks for approaching trains or other vehicles.
 - c. The service door and window shall remain opened, and all noisy equipment (radios, fans, etc.) shall be shut off until the rear of the bus clears the track/tracks.
9. No stop will be made at a railroad grade crossing where a traffic light controls movement of traffic.
10. Music shall not be played while children are present on the bus.

VII. Transporting School Projects/Objects:

1. No items shall occupy a bus seating space.
2. No items shall be placed in the bus driver’s compartment.
3. No balloons are permitted on the bus at any time.
4. Items such as children’s artwork are to be in the child’s backpack. Items are to be in complete control of the child at all times and carried on child’s lap, to include children’s jackets, when not wearing them.
5. The bus drivers are authorized to disallow the transportation of any objects that can become a danger while the bus is in motion.



- a. Parents must make arrangements with the Head Start Executive Director or designated staff for any other items not listed that needs to be taken from home to school or school to home.

VIII. Children with Disabilities:

1. Isleta Head Start must specify any special transportation requirements for a child with a disability when preparing the child's Individual Education Plan (IEP) and ensure that the requirements from the IEP are being provided. The IEP must include any of the following:
 - a. Special pick-up and drop-off requirements, i.e., wheel chair services, walking to the door;
 - b. Special seating requirements;
 - c. Special equipment needs;
 - d. Any special assistance that may be required; and
 - e. Any special training for bus drivers and monitors.

IX. Transportation of Medication:

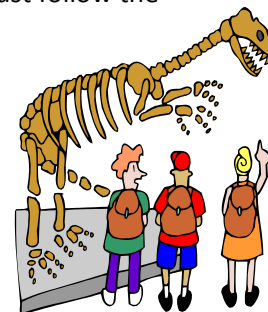
1. Medication can only be transported on the bus once the child has established a Health Plan with the Health Coordinator. Once a Health Plan has been established, the Health Coordinator will arrange a meeting with the appropriate staff members. At this time the parent/guardian may be present to give any specific instructions or concerns about administrating the child's medication.
2. If possible please have a duplicate set of medication for your child. One that can be left at the center and one that can be left at home.
3. The Bus Driver will sign out the medication from the Sick Bay for the morning route and will sign it to the child's teacher once they return to the center. The child's teacher will return the medication back to the Bus Driver for the afternoon route. Once the Bus driver returns back to the center after the afternoon route, he/she will return it back to the Sick Bay where it is placed under lock and key and sign the medication back in.
4. Some medication may require a trained Emergency Responder to administer. The following will happen while on route;
 - a. First, Emergency Medical Services will be called out to the location of the bus to administer.
 - b. Second the parent/guardian will be notified.
 - c. Your child will be removed from the bus if Emergency Medical Services is called out and may need to be transported to the child's hospital.
5. Isleta Head Start shall maintain any specialized training need that pertains to your child's Health Plan.

X. Red Flagged

1. To ensure that staff is informed of the short term exclusion for re-admission to the center under Health & Safety Section in the most current Staff and Parent Handbooks. This short term exclusion is to include, but not limited to, ERSEA policies and any missing health documents.
 - a. Any child that is Red Flagged will not be allowed to receive Transportation Services until the Red Flag has been lifted.
 - b. All Red Flags must be lifted by the person or designee that issued the Red Flag before your child's Transportation services are reinstated.
2. Children may be refused transportation services if they show any visible illness symptoms or if there is a major change in their behavior/demeanor. Parents can bring their child to the center for further evaluation by the Health Coordinator or designee to determine if the child is well enough to attend school.

XI. Field Trips

1. Each field trip must have prior approval by the Executive Director and Education Coordinator.
2. If transportation is being requested, staff must fill out the Transportation Request Form and submit it to the Facilities Coordinator.
3. The Head Start school buses will be used for field trips in transporting the children.
4. Parents, who are participating in school field trips and are providing their own transportation, must follow the last bus.
 - a. For you and your child's safety, do not tailgate or drive between school buses.
5. According to State Regulations buses must drive in convoy.
6. Except for monitors assisting children, all vehicle occupants must be seated and wearing an appropriate safety restraint.
7. Parents will be allowed to ride the bus on field trips only if room is available for all students and accompanying staff.



XII. Safety Education

1. Head Start will provide training for parents and children in pedestrian safety.
 - a. This is to include street crossing, and harness usage.

- b. Safety training will be done within the first thirty (30) days of the program year.
2. Head Start staff will conduct emergency evacuation drills at a minimum of two within the first thirty (30) days of school and thereafter, as needed.

XIII. Bus and Transportation Emergencies Policy

Each bus route must conduct three emergency evacuations per program year, one within the first thirty days of school, and two more within the program year

1. Evacuation:
 - a. The staff member on the bus shall lead the children from the bus and to a safe location at least 50 feet from the bus. The children shall be lead away from the bus and away from the road as quickly as possible, without running.
 - b. The bus driver shall follow the children from the bus and ensure that all the children have evacuated the bus.
2. Motor Vehicle Accident/Stalled Bus:
 - a. The children shall not be evacuated from the bus unless there is a fire or there is a significant risk of further injury due to other vehicles crashing into the bus or other life threatening situation.
 - b. The Bus Monitors shall inspect each child for injuries, calm the children on the bus and administer first aid, if necessary. The children shall not be left alone on the bus for any period of time.
 - c. If the Bus Monitor is incapacitated the bus driver shall inspect the children for injuries, calm the children and administer first aid, if necessary.
 - d. The Bus Driver shall use the POI issued cellular phone to call for emergency assistance. If the communication device is not operational, the bus driver shall try to get someone passing by to call for emergency assistance.
 - e. If the Bus Driver is incapacitated then the Bus Monitor shall call for emergency assistance or get someone else to call for emergency assistance.
 - f. The Bus Driver shall inspect the bus to ensure it is safe and resting in a secure location. If the placement of emergency triangles is necessary, the Bus Driver shall place the emergency triangles. When the bus is secure, the Bus Driver shall assist the Bus Monitor in administering first aid and in calming the children.
 - g. The Bus Driver shall call for the emergency back-up vehicle to transport the children. The back-up bus is available from Head Start by calling the Center at (505) 869-9796.

- h. The Bus Driver shall be the spokesperson for the children when emergency assistance arrives.
- i. The Bus Monitor shall take the Emergency Contact Information with the children to hospital.
- j. The Bus Driver shall remain with the bus.

3. Bus Jacking:

- a. The Bus Driver shall comply with the demands of the bus jacker.
- b. The Bus Monitor shall keep the children calm and in their seats.
- c. If allowed to leave the bus, the Bus Monitor shall lead the children from the bus and the Bus Driver shall follow behind the children.

XIV. SCHOOL DELAYS AND CANCELLATIONS

- 1. The final decision regarding school closure and/or delays are approved by the Governor.
 - a. **POI HS, EHS, & CC will also follow Isleta Elementary on school delays and cancellations if due to weather or emergency situations.**
 - b. **The television stations, KOAT (channel 7) & KOB (channel 4) will announce school closures. If not posted on the television stations, please look online on the following websites posted below if possible.**

Websites: www.koat.com & www.kob.com

XVI. Agency's Liability:

- 1. The Isleta Head Start is responsible for children from the time they board the school bus, and while they are in the care at the Head Start Center or participating in Head Start functions and/or until they are signed off the bus and released to parents or authorized adults.
- 2. Isleta Head Start is also responsible for and must ensure compliance with the Americans with Disabilities Act and HHS Regulations and Head Start Performance Standards.
- 3. All questions and/or concerns relating to transportation should be directed to the Facilities Coordinator by calling at 505-869-9796
- 4. Transportation services are a privilege. **Services may be revoked for students or families who do not adhere to the policies and procedures or whose behaviors endanger others.** Transportation privileges will be revoked after every effort has been made to find a resolution with a family. You have received a copy, read,



understood, and asked any questions that pertain to the Transportation Hand Book for your child. After full review of this hand book you acknowledge the policies and procedures of Transportation Services.