

**Mid-West New Mexico  
Community Action Program  
2019-2020 Transportation Hand Book**

Approved by Policy Council on May 11, 2019

Approved by Governing Board on May 18, 2019

*The Mid West Community Action Program  
Is a family centered learning environment that respects and values children,  
families and the community*

*The safety of our children at Mid-West CAP 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 PED Transportation  
Regulations, as applicable, as well as Head Start Performance Standards*



## **I. Eligible Children**

1. Children are eligible to request transportation services if the family lives within the designated boundaries and are enrolled in the Head Start Program. All requests will be reviewed and/or approved on an individual basis.  
With the exception of the following:
  - a. Head Start Transportation Services boundary is outlined as follows:  
Transportation Services will be provided for those who live at least 1 mile from the Head Start center.
  - b. Children who have the highest need will have first priority to ride the bus
2. (SONMPED) State of New Mexico Public Education Department 6.41.4.8 B: Student transportation is a privilege to student. 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, PED Rules and Regulations that pertain to transportation.
2. Transportation Staff shall not use their personal cell phones on the bus at any time. Unless absolutely needed for means of communication with the center.
3. Transportation driver reports to their designated location 15 minutes before any route is to begin in the morning, afternoon and for field trips. Transportation monitors will report 5 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 Transportation/Facilities Coordinator and/or Head Start 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 or monitor.
7. The driver is responsible for ensuring that parent or authorized adult signs the child on and off the bus.
8. The driver shall not use their personal cell phones on the bus at any time. Unless absolutely needed for means of communication with the center.
9. The bus driver will help children on and off the bus if necessary.



**\*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 while on the bus.
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.
7. The Bus Monitor shall not use their personal cell phones on the bus at any time. Unless absolutely needed for means of communication with the center.



### **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 a reasonable amount of time on the bus, while accommodating all requests for transportation.
2. School bus stops have been set according to requests by the parent or guardian based on designated stops established by the agency.
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 Transportation/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 Center Director or Transportation/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 children can spend on the bus and the maximum occupation per bus\***

4. Please keep phone numbers up to date as the bus drivers use these to communicate with parent or guardian.

### **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 longer than 1 minute 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).
  - b. Bus monitors will not accept a child who becomes violent to get on the bus. Should this occur, the child must be transported privately to or from the Head Start Center.
  - c. 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.
  - d. Child will not be released to any authorized individual who is or showing signs of being under the influence of drugs or alcohol.



- e. 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

**In the Morning:** If your child will not be attending school or will not be riding the bus, please call the center 30 minutes prior or leave a message.

**In the Afternoon:** If you wish to pick up your child from the center please call the 30 minutes prior to the end of class 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 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 Local Law Enforcement.**

- 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 Center Director, or designated staff, will file a report with Social Services if the child is not picked up by close of business (a copy to authorized parents/guardian and will be placed in the child's file).

## **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 center 30 minutes prior or leave a message.
  - b. In the Afternoon: If you wish to pick up your child from the center please call the center 30 minutes prior 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 three (3) consecutive absences or no call no show, your transportation services will be placed on hold until the parent/guardian contacts the office staff.
  - e. If your transportation services are placed on hold, you will then be required to schedule a meeting with the office staff 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 in need 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.

## **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 Local Law Enforcement and/or Head Start program immediately.

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. (SONMPED) State of New Mexico Public Education Department 6.41.4.12 G(1) **When Student are on board** 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 be educational and school related. It must be approved by the center Director or Transportation/Facilities coordinator.



**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. 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.
4. 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 Center 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. Mid-West NMCAP 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 Specialist. Once a Health Plan has been established, the Health Specialist 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 administering 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 office staff 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 office 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.

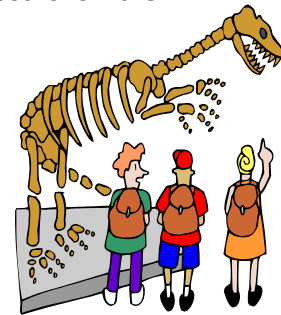
- b. Second the parent/guardian will be notified.
- c. Your child will be removed from the bus if Emergency Medical Services is called out and may need to be transported to the child's hospital.

## X. Red Flagged

1. 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 Specialist 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 Center Director.**
2. If transportation is being requested, staff must fill out the Transportation Request Form and submit it to the Center Director.
3. Field trip permission form for each field trip must be filled out prior to children attending field trip.
4. If parent or guardian want to take children from the field trip they must fill out a field trip release form before leaving the field trip.
5. The Head Start school buses will be used for field trips in transporting the children.
6. 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.
7. According to State Regulations buses must drive in convoy.
8. Except for monitors assisting children, all vehicle occupants must be seated and wearing an appropriate safety restraint.
9. 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, Loading and unloading, Bus Evacuations, Danger Zone
  - 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 one (1) within the first thirty (30) days of school and two (2) more with in the program year.

### **XIII. Bus and Transportation Emergencies Policy**

1. Evacuation:
  - a. The staff member on the bus shall lead the children from the bus and to a safe location at least 100 feet (40 paces) from the bus. The children shall be led 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 onboard Radio 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.
  - 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 and complete a seating chart for the police and Transportation/Facility Coordinator.
  - k. Bus Driver must report any accident or incident immediately. Bus shall remain unmoved unless directed by law enforcement or in immediate danger.

3. School Bus Hijacking:

- a. The Bus Driver shall comply with the demands of the bus hijacker.
- 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 Center Director.
  - a. **Head Start Center will also follow local Public Education Department on school delays and cancellations if due to weather or emergency situations.**
  - b. **The television stations, KRQE (channel 13), 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](http://www.koat.com) & [www.kob.com](http://www.kob.com)

**XVI. Agency's Liability:**

1. Mid-West NMCAP 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. Mid-West NMCAP 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 Transportation/Facility Coordinator by calling at 505-357-1715
4. (SONMPD)State of New Mexico Public Education Department6.41.4.8 B: Transportation services is 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.