

Bishop Indian Head Start Transportation Service Plan 2013-2014



Bishop Indian Head Start Transportation Service Plan Subpart A General – Subpart B Transportation Regulations

PERFORMANCE STANDARDS: 1310.10 (a)(b)(c)(d)(1-4),(e)(t)(g) General Regulations

OBJECTIVE: The Bishop Indian Head Start program will provide transportation for those families in need of transportation. Due to budget cuts, only one afternoon run will be done to take the Bishop Area children home. During winter months BIHS will provide transportation to school for families with no transportation. If and when BIHS is able to hire an additional driver; morning routes may resume.

STRATEGIES:

- All families in the Bishop area are given the opportunity to apply for transportation. Children with disabilities on an I.E.P. are assured placement if needed on the bus for transportation or arrangements will be made with the LEA to determine who will provide arrangements for the needed transportation services. (Bishop Indian Head Start does not have a handicapped/wheelchair accessible bus).
- All Bishop Indian Tribal Council/ Head Start buses are equipped with cell phones for communication
- Buses are equipped with emergency equipment.
- UL approved fire extinguisher with a hose have a total rating of 0BC, first aid kit, 3 triangular warning reflectors, x point restraints (S.T.A.R.), seat belt cutters, emergency contact numbers, seating charts and annual training for all staff on how to use all the emergency equipment.
- All buses meet all state and federal regulations.
- Any accidents or occurrences are immediately reported to proper authorities.
- Each bus carries emergency contact list of each child that is on that bus.

RESPONSIBLE STAFF:

- The Bishop Indian Head Start Director
- Health + Disabilities Manager
- Bus Driver

STAFF/PEOPLE INVOLVED:

- Bus Driver
- Bus Monitors
- Education Staff
- Support Staff

TIME LINE:

On-going

VERIFICATION:

Transportation procedures

Bishop Indian Head Start Transportation Service Plan 2013-2014

training agenda□s with
Bus safety, bus roster, emergency contact list, daily pre-trip and post-trip inspection and Sign-In sheets attached.

OUTCOMES: Will provide **SAFE** transportation to those children in need of transportation.

PERFORMANCE STANDARD: 1310.11 CHILD RESTRAINT SYSTEM:

OBJECTIVE: Each agency providing transportation services must ensure that each vehicle used to transport children receiving services must be equipped with height and weight appropriate child safety restraint system.

STRATEGIES:

- All Bishop Indian Tribal Council/ Head Start buses have x point restraints (S.T.A.R.) systems installed.
- All Bishop Indian Tribal Council/ Head Start buses are equipped with seat belt cutters.
- All Bishop Indian Head Start bus driver□s, bus monitors, teaching staff and support staff are trained on how and where to cut the seat belts in case of an emergency.

RESPONSIBLE STAFF:

- Bishop Indian Head Start Bus Drivers
- Bishop Indian Head Start Bus Monitor

OUTCOMES:

- The safety of all Bishop Indian Head Start children and staff that ride on a school bus.

TIME LINE:

- On going.

PERFORMANCE STANDARDS 1310.12 (a) (b) (1-2) (c) (d) REQUIRED USE OF SCHOOL BUSES OR ALLOWABLE ALTERNATE VEHICLES:

OBJECTIVE: Each agency providing transportation services must ensure that children enrolled in its program are transported in school buses or allowable alternate vehicles.

STRATEGIES:

- Bishop Indian Head Start has 11 Bishop Indian Tribal Council (Head Start) Buses

Bishop Indian Head Start Transportation Service Plan 2013-2014

- **Bishop Indian Tribal Council/ Head Start Bus #01** is diesel powered and can have a passenger load of 111 including the bus driver.
- **Bishop Indian Tribal Council/ Head Start Bus #02** is regular fuel powered and can have a passenger load of 111 including the bus driver.
- **100%** of **Bishop Indian Head Start** children are transported by school buses from school and **100%** are transported to and from field trips
- **All Bishop Indian Tribal Council/ Head Start buses** have **3** point restraints (**S.T.A.R.**) for children and lap belts for monitors and a cross body seat belt for the bus driver.
- **All Bishop Indian Tribal Council/ Head Start buses** have reverse beepers.

RESPONSIBLE STAFF:

- **Bishop Indian Head Start Bus Drivers**
- **Bishop Indian Head Start Director**

OUTCOMES:

- **To ensure that everyone that needs transportation from Bishop Indian Head Start receives this service**

PERFORMANCE STANDARD: 1310.13 (a) (b) (c) MAINTENANCE OF VEHICLES:

OBJECTIVE: Each agency providing transportation services must ensure that vehicles used to provide such services are maintained in safe operating condition at all times.

STRATEGIES:

- **Bishop Indian Tribal Council/ Head Start buses** go through an annual **Department of Transportation Inspection (D.O.T. Inspection).**
- **Every 15** day a system preventive maintenance is scheduled and performed on each bus with a certified mechanic.
- **Every 10,000** miles the oil and filters are changed.
- **Balance and rotate tires.**
- **Inspection of brakes.**
- **Daily Pre-Trip inspections** are done on each bus once a day prior to the running of the **Buses** with a **Post-Trip walk around** done at the end of each bus run with notable documentation noted on the **Pre-Trip inspection report (Comments)** or a **Repair work order** is submitted for any repairs needed.

**** PRE-TRIP INSPECTION INSIDE AND OUTSIDE THE SCHOOL BUS:**

- **Wheel, tires, lug bolts and nuts**
- **All exterior glass, mirrors and windshields**

Bishop Indian Head Start Transportation Service Plan 2013-2014

- Exhaust system for leaks or loose
- Oil, water, transmission oil and all other fluids
- Service door, emergency exits and buzzers
- Stop arm and sign
- Engine compartment for serviceability, belts and wiring
- Battery
- Identification signs
- Fuel cap
- All gauges, seats and safety belts and x point restraints
- Interior and exterior lights
- Horn and windshield wipers
- Emergency equipment
- Interior mirrors
- Heaters and defrosters
- Cooling system
- Parking brake or service brake

RESPONSIBLE STAFF:

- Bishop Indian Head Start Bus Drivers
- Bishop Indian Head Start Bus Monitor
- Bishop Indian Head Start Director

VERIFICATION:

- Daily vehicle **PRE-TRIP** Inspection form
- **D.O.T. Vehicle Safety Compliance Report**
- vx day **Bus Maintenance + Safety Inspection (CHP 100A)**
- Receipts on all work done to buses (**Repair Orders**)

OUTCOMES:

- To keep all Bishop Indian Tribal Council/ Head Start school buses running safely and meet all California and Federal regulations

PERFORMANCE STANDARD 1310.14

OBJECTIVE: INSPECTION OF NEW VEHICLES AT THE TIME OF DELIVERY

Bishop Indian Head Start Transportation Service Plan 2013-2014

All Bishop Indian Tribal Council/ Head Start new buses we purchase have all the recommended specifications that are required of the State of California Transportation Unit and all Head Start specifications for a new school bus requirements.

STRATEGIES:

- Bishop Indian Tribal Council (Head Start program) puts out a bid to purchase a new school bus with all the required specifications attached
- When Bishop Indian Tribal Council (Head Start) receives a newly purchased bus it is inspected by the California Department of Transportation and by the Bishop Indian Head Start Director and Bus Drivers to make sure everything is on the new bus when received by the seller.
- Documented forms for each newly bus purchased.

RESPONSIBLE STAFF:

- Bishop Indian Head Start Bus Drivers
- Bishop Indian Head Start Director
- Bishop Indian Tribal Council Administrator
- Bishop Indian Tribal Council Vehicle maintenance person

VERIFICATION:

- Bid Documentation Form
- Bid Sign Form
- Copy of D.O.T. Inspection
- Purchase Order/Bill of Sale, etc.

OUTCOMES:

- New Bus that is Safe to Transport children and staff.

PERFORMANCE STANDARD 1310.15 (a) (b) (c) (d) OPERATION OF VEHICLES

OBJECTIVE: Each agency providing transportation services, either directly or through an arrangement with another organization or an individual to children enrolled in its program must ensure that:

STRATEGIES:

- Every Bishop Indian Tribal Council/ Head Start school bus is equipped with restraint systems
- All baggage is secure and all aisles are clear
- All emergency doors remain clear and unobstructed
- Every Bishop Indian Tribal Council/ Head Start school bus has one bus monitor on each bus

Bishop Indian Head Start Transportation Service Plan 2013-2014

- All Bishop Indian Head Start field trips require the teacher and the teacher's assistant to act as bus monitors for the bus driver
- All Bishop Indian Head Start monitors are required to wear their seat belt at all times unless they are attending to a child while the bus is in motion
- All Bishop Indian Head Start staff are trained to ride the school bus as a bus monitor and how to properly evacuate the children off of the bus if needed
- All Bishop Indian Head Start staff and children go through bus evacuations 3 times or more a year
- The first two bus evacuation are scheduled with in the first 90 days of the beginning of the school year
- The third bus evacuation is scheduled after the Christmas holidays

RESPONSIBLE STAFF:

- Bishop Indian Head Start Director
- Bishop Indian Head Start Bus Drivers
- Bishop Indian Head Start Bus Monitors

VERIFICATION:

- Documentation on Bus Evacuation Drill Form
- Classroom Sign-In/Out Sheets

OUTCOMES:

- To train all Bishop Indian Head Start staff and children on how important it is to know about bus evacuations and the importance of the safest procedure when exiting the bus after an accident

PERFORMANCE STANDARD: 1310.16 (a) (1-2) (b) (1-2-3) DRIVERS QUALIFICATIONS:

OBJECTIVES: Each agency providing transportation services must ensure that persons who drive vehicles used to provide services must have a class B Commercial Driver's License (C.D.L.) with a PS endorsement and a person specifically who drives a School Bus must have a California Special Driver Certificate from the Department of Motor Vehicles.

STRATEGIES:

- All Bishop Indian Head Start school bus driver's must have a class B commercial drivers license with a PS endorsement and a California Special Driver Certificate from the DMV to transport children in the State of California and drive for the Bishop Indian Head Start program
- All Bishop Indian Head Start bus driver's must have 10 hours of In-service training per year (TOI)
- All Bishop Indian Head Start bus drivers are required to take Department of Transportation (D.O.T.) physical before transporting any Head Start children (DLxA)
- All Bishop Indian Head Start bus drivers are required to take D.O.T. physical every two years unless authorized by a physician to take a physical annually (DLxA)
- Applicants are required to produce a recent DMV print out

Bishop Indian Head Start Transportation Service Plan 2013-2014

- **Job announcements are publicized in-house and locally in the news media for 11 weeks**
- **Applications are accepted until the closing date and the position is filled**
- **All applications are screened by the Bishop Indian Tribal Council Human Resources Department. Applicants meeting all requirements for the bus driver position are scheduled for interviews**
- **All interviews are done by the interviewing committee made up by the Human Resources department, Head Start Director, Head Start Parent Policy Council representative and Support Service Manager/Bus Supervisor**
- **Applicants considered for the position must provide proof of a clean driving record, C.D.L. driver's license containing a Class B license with a PS endorsement and a California Special Driver Certificate from the DMV**
- **Applicants must obtain a "Live Scan" finger print background check from the local police department**
- **The applicant considered for this position must take a drug and alcohol test set up by the Bishop Indian Tribal Council Human Resource department and will also be subject to random drug testing through the Bishop Indian Head Start/Bishop Tribal Council American Alliance Motor Carrier Random Drug + Alcohol Testing Program**
- **The recommended applicant for this position is presented to the Bishop Indian Tribal Council for hiring approval**
- **After approval from the Bishop Indian Tribal Council the applicant is scheduled to report for employment. The applicant hired may begin work, pending results from the Criminal Records Check and State Drug and Alcohol testing**

RESPONSIBLE STAFF:

- **Bishop Indian Tribal Council**
- **Bishop Indian Tribal Council Human Resource Department**
- **Bishop Indian Head Start Director**
- **Bishop Indian Head Start Parent Policy Council Chair**

VERIFICATION:

- **Documentation of the interviewing process**
- **Documentation of criminal background check**
- **Documentation of DMV printout**
- **Documentation of Commercial Drivers license w/PS endorsement and California Special Driver Certificate**
- **Documentation of a DMV physical (DLx1A)**
- **Documentation of all current trainings (TO1)**

OUTCOMES:

Bishop Indian Head Start Transportation Service Plan 2013-2014

- **Hiring a Safe and Responsible Bus Driver for the Bishop Indian Head Start program**

PERFORMANCE STANDARD: 1310.17 (a) (b) (1-2-3-4-5-6-7) (c) (d) (e) (I) (1-2)
BUS DRIVER AND BUS MONITOR TRAINING

OBJECTIVE: Each agency providing transportation services must ensure that persons employed by the **Bishop Indian Tribal Council/Bishop**

will have

Indian Head Start program hired to drive a school bus in providing transportation services for children enrolled received the proper training.

STRATEGIES:

- **All Bishop Indian Head Start bus driver**□s and **bus monitor**□s receive proper training before transporting any child to their home and during field trips
- **All Bishop Indian Head Start bus driver**□s must go through 10 hours of **In-service** training a year, either before school starts or hours throughout the school year to make 10 hours total training time before the bus driver□s birthday. **Bus driver**□s also must take a 10 hour classroom refresher training course every x years at license renewal time with a certified instructor
- **All Bishop Indian Head Start bus driver**□s and **bus monitor**□s must obtain **Cardiopulmonary Resuscitation (C.P.R.)**, first aid training within the first 90 days of employment
- **A perspective new bus driver with no C.D.L. drivers license** must go through 10 hours of training with a **Certified School Bus Instructor** before driving a school bus in the state of **California** and for the **Bishop Indian Head Start program** which includes the following:
 - 10 hours in the classroom:
 - **Standards for Providing Transportation For Eligible Students**
 - **Mirrors and adjustments**
 - **Reference point driving**
 - **Railroad crossings**
 - **Bus evacuations**
 - **Loading and unloading children**
 - **Pre-trip/Post-trip inspections**
 - **All safety equipment**
 - **Emergency contact list**
 - **Child restraint systems (seat belt harnesses) and seat belt cutters**
 - **Operate wheel chair lift**
 - **All paper work including daily Pre-trip and Post-trip inspections, school bus rosters, sign-in and out sheets, seating charts and work orders**

Bishop Indian Head Start Transportation Service Plan 2013-2014

- All Bishop Indian Head Start new school bus driver□s must go through 10 hours of behind the wheel driving which includes:
- Railroad crossings, backing up a school bus, pivot point driving, backing into a stall, parallel parking
- All Bishop Indian Head Start bus driver□s and monitor□s are annually reviewed
- Bishop Indian Head Start Director will conduct observations onboard yearly
- All Bishop Indian school bus driver□s hired with a class B/PS endorsement and California Special Driver Certificate and that has driven a school bus within the state of California but has not been employed as a school bus driver more than 11 years must go through a 10 hour refreshers training course with a certified instructor

RESPONSIBLE STAFF:

- Bishop Indian Head Start Bus Drivers
- Bishop Indian Head Start Director

VERIFICATION:

- Training Documentation
- Sign-In Sheets
- Certificates

OUTCOMES:

- To make sure all Bishop Indian Head Start transportation staff, education staff and support staff have proper training while riding on the Bishop Indian Tribal Council/ Head Start buses.

PERFORMANCE STANDARD: 1310.20 (a) (b) (1-2-3-4-5-6-7) SUBPART C – SPECIAL REQUIREMENTS TRIP ROUTING:

OBJECTIVES: Each agency providing transportation service must ensure that in planning fixed bus routes, the safety of the children being transported, must be the first responsibility.

STRATEGIES:

- Bishop Indian Head Start Transportation department is currently running 11 bus routes in Bishop and run within the one hour time frame allowed by Head Start Performance Standards. However some deterrents may cause us to run over (parents/guardians not home to accept child)
- All Bishop Indian Tribal Council/ Head Start buses do not load over the maximum capacity of their assigned bus
- All Bishop Indian Head Start children are unloaded in front of the child□s house or at a designated drop-off location and are unloaded on the right side of the road
- If a Bishop Indian Head Start child has to cross the street to load or unload the BIHS Director must be aware of this procedure and investigate why this child has to cross the street to load onto or off the bus
- If a Bishop Indian Head Start child must cross the street to load or unload the bus, the child must be escorted in front of the bus to go across the street by the child□s parent/guardian or caretaker, while

Bishop Indian Head Start Transportation Service Plan 2013-2014

the **B**us driver takes the hand held stop sign to hold traffic, the bus is turned off and the keys are taken with the driver. **M**eanwhile the monitor stays on the bus. **W**hen all is safe the **B**us driver returns to bus and continues on route. **I**f a parent/guardian or caretaker wishes to wait for the bus to leave before crossing, they may cross without the **B**us driver's assistance. **P**edestrian **S**afety trainings for parent information will cover when to cross the street and watch for all approaching vehicles and holding child's hand, looking left, right and left again before proceeding to cross the street and watching for all the **□**Danger Zones \square around the school bus

- **P**edestrian **S**afety education will be provided to **B**ishop **I**ndian **H**ead **S**tart **P**arents/**G**uardians within the first 90 days of the program year
- **N**o one will receive a child off of the **S**chool bus unless they are on the emergency contact list and they must be 10 years or older to sign the child the child off the bus
- **A**ll **B**ishop **I**ndian **H**ead **S**tart parents are given a **P**arent **T**ransportation **H**andbook which they must sign for to verify they have received this handbook and have read over all the rules and policies pertaining to the safety of the **S**chool bus and what is allowed and not allowed on the **S**chool bus
- **T**he **B**ishop **I**ndian **H**ead **S**tart program conducts 2 bus evacuation drills within the first 90 days of the new program year and another after the **C**hristmas break with all the children and staff
- **B**ishop **I**ndian **H**ead **S**tart **T**eachers have ongoing curriculum in the classroom to develop activities to remind children of pedestrian safety and bus riding

RESPONSIBLE STAFF:

- **B**ishop **I**ndian **H**ead **S**tart **D**irector
- **B**ishop **I**ndian **H**ead **S**tart **B**us **D**river and **B**us **M**onitors
- **B**ishop **I**ndian **H**ead **S**tart **E**ducation **D**epartment **S**taff

VERIFICATION:

- **S**ign-**I**n **S**heets
- **C**ertificates of **T**rainings

OUTCOMES:

- **T**o ensure the safety of all the **B**ishop **I**ndian **H**ead **S**tart children and staff when riding the **B**ishop **I**ndian **T**ribal **C**ouncil/ **H**ead **S**tart **S**chool buses

PERFORMANCE STANDARD: 1310.22 (a) (b) (c) (1-2-3-4-5) CHILDREN WITH DISABILITIES

OBJECTIVES: Effective January 18th, 2006 each agency must ensure that there are School buses or an allowable alternative vehicle adapted or designed for transportation of children with disabilities.

STRATEGIES:

Bishop Indian Head Start Transportation Service Plan 2013-2014

- The Bishop Indian Head Start program currently has no buses that are adapted for children with disabilities. However, the child's IEP identifies the special related services needed. The LEA will determine who will provide the needed transportation service
- The City of Bishop has transportation services that can provide for the child with disabilities (Dial-A-Ride)
- All Bishop Indian Head Start Bus driver's are trained for wheelchair loading procedures
- If a special needs child is in need of transportation services an IEP meeting will be held with the LEA, Health Manager, Family Advocate, child's Teacher, Head Start Director and Bus Drivers. This meeting will determine the best transition services for transportation for the special needs child

RESPONSIBLE STAFF:

- Bishop Indian Head Start Health + Disabilities Manager
- LEA Manager or Agency Referral professional
- Bishop Indian Head Start Director
- Bishop Indian Head Start Family Advocate
- Bishop Indian Head Start Education Manager
- Bishop Indian Head Start Teacher
- Bishop Indian Head Start Bus Driver and Bus Monitor

VERIFICATION:

- IEP Documentation
- Special transportation vouchers (If needed)
- LEA contracted transportation provisions (with local school district or other specified)

OUTCOMES:

- To provide transportation services to children with special needs and/or disabilities

Comments:

Bishop Indian Head Start Transportation Service Plan 2013-2014
