

**NeighborImpact Head Start & Early Head Start  
Policy & Procedure**

<b>Section: Program Design &amp; Management</b>	<b>PC Approval Date: 8/2/05, 1/18/18</b>	
<b>Title: Provision of Transportation</b>	<b>Core Question: 18</b>	
<b>Policy #: HS-71</b>	<b>NI Board Approval: 9/12/19</b>	
<b>Forms Required: Transportation Questionnaire Updated: 1/7/17</b>		
<b>Performance Standards: 1302.47(5)(iv) 1303.70(b)(1-3) 1303.71(b) 1303.72(a)(3) 1303.72(e)</b>		<b>Page 1 of 2</b>

**Policy:** NeighborImpact Head Start & Early Head Start will transport as many children as possible to the classroom and home, and will work to provide assistance to those who the bus cannot get to, in the allotted frame of time.

**Purpose:** For families who need transportation in order for their children to attend the program, the program assists them in obtaining transportation.

**Procedure:**

1. The program assists as many families as possible who need transportation in order for their children to attend the program in obtaining that transportation.
  - a) Transportation needs are identified when families enroll their children in Head Start & Early Head Start.
  - b) All families complete the transportation questionnaire during enrollment and at last conferences for returning children, to find transportation needs.
  
2. When the program does not directly provide transportation services, either for all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities.
  - a) Reasonable assistance may include but is not limited to:
    1. Providing Pick-up points for families living outside our travel area.
  - b) The specific types of transportation assistance offered are made clear to all prospective families in the program’s recruitment announcements.
  
3. The agency is responsible for compliance with the applicable requirements when providing transportation services.
  
4. When transportation is provided through another organization or an individual, the agency must ensure the compliance of the transportation provider with the applicable requirements.
  - a) Transportation will be arranged by the parents of the child through their service providers.
  
5. Vehicles used in providing transportation services for NeighborImpact Head Start & Early Head Start are equipped with:
  - a) cell phones to call for assistance in case of an emergency;
  - b) safety equipment for use in an emergency, including a clearly labeled and charged fire extinguisher that is properly mounted near the driver's seat;
  - c) a clearly labeled first aid kit; and
  - d) a minimum of 2 seat belt cutters for use in an emergency evacuation and a sign indicating its location.

6. All accidents involving vehicles that transport children receiving transportation services are reported in accordance with applicable State requirements.

***Provision of Transportation Policy***

***2 of 2***

7. The agency ensures that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian. This applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle.

- a) The agency maintains at all times lists of the persons, including alternates in case of emergency, and up-to-date child rosters to ensure that no child is left behind, either at the classroom or on the vehicle at the end of the route.