Driver qualifications means the minimum health, education, code of conduct and other similar requirements that must be demonstrated in order to be eligible for employment as a Head Start driver.

National Driver Register, also called the Problem Driver Pointer System, means the National Highway Traffic Safety Administration's automated system for assisting State driver license officials in obtaining information regarding the driving records of certain individuals. Participation by the States is voluntary.

Fixed route means the established routes to be traveled on a daily basis by Head Start vehicles to transport children to and from the Head Start classroom, and which include specifically designated stops for loading and unloading children.

Trip routing means the determination of the fixed routes to be traveled on a daily basis for the purpose of transporting children to and from the classroom.

Federal Motor Vehicle Safety Standards (FMVSS) means the National Highway and Traffic Safety Administration's standards for motor vehicles and motor vehicle equipment established under section 103 of the Motor Vehicle Safety Act of 1966 (49 CFR Part 571) as they apply to school buses.

Transportation Supervisor means a staff person who has overall responsibility for the safe and efficient operation of the transportation component as outlined in these requirements.

Child restraint system means any device except Type I and Type II seat belts designed to restrain, seat, or position children who weigh 50 pounds or less as described in the FMVSS, 49 CFR 571.213.

Training means a prescribed course of instruction for drivers of vehicles provided by persons certified to provide such instruction and which includes a combination of classroom instruction and behind-the-wheel instruction on a vehicle of the same type and same size the driver will be operating. It also means instruction by qualified professionals in the areas of vehicle maintenance, first aid and emergency procedures.

Transportation means the transporting of children to and from the classroom and to home-based socialization where children are picked up and discharged at pre-arranged locations and at regularly scheduled times. It also means the transporting of children on field trips, health screening, or other activities scheduled by the

Head Start staff. Incidental transportation, such as might be required to transport small groups of children to and from services or to transport a sick child home before the end of the day, is excluded from these regulations.

Coordinated transportation means the consolidation of transportation resources within a community in order to eliminate duplication, while providing the same, or increasing, the level of transportation services or reducing unnecessary spending on transportation services.

Vehicle means a school bus as defined in Guideline 17.

School bus loading zone means the designated pick and drop off location at the Head Start center and any stop along the fixed route.

Subpart B—Transportation Requirements

§1310.10 General.

(a) All Head Start grantees and delegate agencies that provide transportation services regardless of whether such transportation is provided directly on agency owned or leased vehicles or through contract with a private or public provider must meet the requirements of this part.

(b) Head Start agencies that do not provide transportation services, or that provide such services to only a portion of their enrolled children, must document the reasons why they have decided not to provide transportation, or to provide transportation to some children and not to others. In addition agencies must review and update this documentation annually.

(c) When the Head Start agency has decided not to provide transportation services, either for all or part of the children, the Head Start agency must provide whatever assistance is reasonable to help families arrange transportation for their children to and from the classroom. The specific types of assistance being offered must be made clear to all prospective families in the program's recruitment announcements.

(d) Each Head Start program must have either a full-time or part-time Transportation Supervisor, or a staff person (with the time and expertise to devote to this area) designated as the Transportation Supervisor who is responsible for ensuring compliance with regulations in this part.

(e) In addition to the vehicle's driver, each Head Start vehicle must have a Bus Monitor on board at all times when transporting Head Start children on a regular basis. Additional Bus Monitors

also must be provided as necessary to accommodate the needs of children with disabilities.

(f) All accidents involving Head Start vehicles, with or without children on board, must be reported in accordance with the State procedures for reporting school bus accidents.

(g) Head Start vehicles must be equipped with a citizen band radio or similar communication system to call for assistance in case of an emergency.

(h) Head Start vehicles that operate in areas of extreme climatic conditions should include such equipment as is necessary, such as air conditioning, winter packs, or other specialized equipment as appropriate to ensure the safe operation of the vehicle and the safety and comfort of the passengers.

(i) At the end of the day, either at the classroom or at the vehicle stop, children may only be released to the parent or legal guardian, or other individual identified in writing by the parent or legal guardian. Head Start programs should advise parents accordingly at the time of enrollment, and maintain the names of authorized persons, including alternates in case of emergency, in the case record for the family. Child rosters must be maintained at all times to ensure that no child is left behind, either at the classroom or on the bus at the end of the route.

§1310.11 Vehicles.

(a) All vehicles used for the purpose of transporting Head Start children (as defined in § 1310.3 of this part) must comply with recommendations regarding "school buses," as contained in Guideline 17, except where provided otherwise in this regulation. (23 CFR part 1204, Highway Safety Guideline 17.) The use of small vans designed to carry ten or fewer persons, including the driver, and the use of passenger cars for the purpose of transporting children are prohibited by this regulation.

(b) At a minimum, all vehicles used to transport Head Start children to and from the classroom, to home-based socialization, to group health screening, and on field trips or other activities scheduled by the Head Start staff must:

(1) Comply with the Federal Motor Vehicle Safety Standards (FMVSS) applicable to school buses;

(2) Be equipped with safety equipment for use in an emergency, including a charged fire extinguisher that is properly mounted near the driver's seat, and a first aid kit with signs indicating the location of such equipment;

(3) Have a system of mirrors that conforms to the school bus requirements