

emotional climate for children and in supporting the role of parents in the Head Start program; and

(iii) An overview of the Head Start Program Performance Standards for Children with Disabilities as they relate to the provision of transportation services for disabled children.

(c) In-service training.

(1) Head Start drivers should receive a minimum of 8 hours of in-service training per year.

(2) In-service training plans should be designed to maintain driver skills, enhance the driver's ability to perform day-to-day duties and, generally, assist the transportation staff in keeping abreast of new information and/or new developments in transportation technology.

(d) Head Start programs must be knowledgeable about the driver training requirements in their respective State and must take whatever steps are necessary in order for Head Start drivers to qualify to operate Head Start vehicles as school buses on the streets and highways in their respective State.

(e) In those States with driver training requirements that do not meet the minimum requirement set forth in § 1310.13 (b) and (c) of this part, Head Start programs must obtain the additional training from other sources or establish their own training programs. In such cases, it is recommended that the National Standards for School Buses and School Bus Operations be used as a guide in the selection and/or development of driver training programs.

(f) Drivers of Head Start vehicles who are employed at the effective date of this regulation are required to meet the same pre-service training requirements as new drivers, within three months of the effective date of this regulation.

(g) Head Start drivers must be evaluated on an annual basis by the Transportation Supervisor, including an on-board observation of road performance.

(h) Bus Monitors should receive the same pre-service and in-service training as bus drivers, with the exception of the behind the wheel instruction.

### Subpart C—Special Requirements

#### § 1310.20 Trip routing.

(a) In planning routes for the transporting of children to and from the classroom, maximum safety of the children must be the primary consideration. Safety principles may not be sacrificed for operational efficiency.

(b) At a minimum, the following basic principles of trip routing must be adhered to at all times:

(1) The time a child is in transit to and from the Head Start classroom may not exceed one hour each way, unless specifically approved in writing by the respective Regional Office.

(2) The number of children to be picked up or discharged on a given route may not exceed the capacity of the vehicle. Vehicles may not be loaded beyond their capacity at any time.

(3) Vehicles should not be required to back up on their routes or to negotiate "U" turns.

(4) Stops should be located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle.

(5) Stops should be located to minimize the need for children to cross the street or highway to board or leave the vehicle.

(6) If children must cross the street or highway to board the bus or after exiting the vehicle, they must be escorted across the street by the driver, bus monitor or another adult. Before escorting children across the street, the driver must turn on the flashing lights, set the emergency brake, turn the engine off, and remove the key from the ignition. Under no circumstances may bus stops be located such that children must cross the street or highway unless the vehicle is properly equipped to stop traffic as described in § 1310.11(c)(1)–(5) of this Part.

(7) Specific procedures must be established for use of alternate routes in the case of hazardous weather conditions or other situations which may arise that could effect the safety of the children en route.

#### § 1310.21 Safety education.

(a) In walk-in areas, the parent or other designated individual is ultimately responsible for the safety of their own child en route to and from the classroom. However, Head Start programs must provide training for parents and children in pedestrian safety. All Head Start children should be taught, by explanation and by example, the proper procedure for street crossing and the use of traffic and pedestrian signal lights, except that, under no circumstances, should such training encourage pre-school children to cross the street alone.

(b) Each child transported from home to the classroom in a school bus must receive instruction in:

- (1) Safe riding practices;
- (2) Safety procedures for boarding and leaving the bus;
- (3) Safety procedures in crossing the street to and from the bus at bus stops;
- (4) Recognizing the danger zones around the bus; and

(5) Emergency evacuation procedures, including an emergency evacuation drill conducted on the bus the child will be riding.

(c) Training for parents must emphasize the importance of escorting their child(ren) to the bus stop and the importance of reinforcing the training provided to children regarding school bus safety.

(d) The training provided to parents must compliment the training provided to children so that safety practices can be reinforced both in the classroom and at home by the parent.

(e) Initial transportation and pedestrian safety education for both children and parents must occur within the first five days of the program year.

(f) At least two additional bus evacuation drills must be conducted during the program year.

(g) Activities should be developed by the classroom teachers to remind children of the safety procedures prior to departing the classroom at the end of each day.

#### § 1310.22 Children with disabilities.

(a) The Transportation Supervisor, in conjunction with the Disabilities Coordinator, must ensure compliance with the Head Start Program Performance Standards on Services for Children with Disabilities (45 CFR part 1308) as they relate to transportation services.

(b) Any special transportation requirements for children with disabilities must be specified in the Individual Education Plan (IEP), including:

- (1) Special pick-up and drop-off requirements;
- (2) Special seating requirements;
- (3) Special equipment needs;
- (4) Any special assistance that may be required; and
- (5) Any special training for bus drivers and monitors.

#### § 1310.23 Coordinated transportation.

(a) Whenever possible and to the extent feasible, Head Start agencies and their delegates must coordinate transportation resources with other human services agencies in the community in order to control costs and to maximize the quality and extent of the transportation services provided to Head Start families. At a minimum, Head Start agencies must coordinate transportation services as follows:

- (1) Identify the true costs of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the service;
- (2) Where a coordinated public or private transportation system(s) exists in