Department: Transportation	Approval Date:	Procedure Number: 9510b
Regulation Number: **HSPPS 1303.72; CFOC 6.5.2.4**	**Regulation Title:** **Transportation Services**	**Procedure Title:** **Safety Systems**

Procedure:

Direct service providers that transport Early Head Start or Head Start children must ensure safety systems are in place, including, but not limited to:

- Each child is seated in a child restraint system appropriate to the child's age, height, and weight;
- Baggage and other items transported in the passenger compartment are properly stored and secured, and the aisles remain clear and the doors and emergency exits remain unobstructed at all times;
- Up-to-date child rosters and list of the adults each child is authorized to be released to, including alternates in case of an emergency, are maintained and no child is left behind, either at the classroom or on the vehicle at the end of the route;
- With the exception of transportation services to children served under a home-based option, there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary.
- The interior of vehicles used to transport children for field trips and out-of-program activities should be maintained at a temperature comfortable to children.