Department: Transportation	Approval Date:	Procedure Number: 9510d
Regulation Number: **HSPPS 1303.72**	**Regulation Title:** **Transportation Services**	**Procedure Title:** **Driver training and evaluation**

Procedure:

Direct service providers that transport Early Head Start or Head Start children must ensure that any person employed as a driver receives training prior to transporting any enrolled child and receive refresher training each year.

Training must include:

- Classroom instruction and behind-the-wheel instruction sufficient to enable the driver to operate the vehicle in safe and efficient manner;
- Overview of Head Start transportation requirements;
- Recognition and reporting of child abuse and neglect;
- Appropriate expectations and communication for young children;
- Proper installation and adjustment of child safety restraint systems to ensure proper fit to each child;
- How to:
    - Safely run a fixed route;
    - Administer basic first aid in case of injury;
    - Handle emergency situations including vehicle evacuation;
    - Operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;
    - Conduct routine maintenance and safety checks of the vehicle; and
    - Maintain accurate records as necessary;
- The requirements in a child's IEP or IFSP related to transportation are understood and met

An annual evaluation of each driver of a vehicle must include an on-board observation of road performance.