Department: Transportation	Approval Date:	Procedure Number: 9510f
Regulation Number: HSPPS 1303.73	Regulation Title: Transportation Services	Procedure Title: Trip Routing

Procedure:

Direct service providers that transport Early Head Start and Head Start children must ensure that bus routes are planned to ensure:

- The time a child is in transit to and from the program must not exceed one hour unless there is not shorter route available or any alternative shorter routes is either unsafe or impractical;
- Vehicles are not loaded beyond maximum passenger capacity at any time;
- Drivers do not back up or make U-turns; except when necessary for safety reasons or because of physical barriers;
- Stops are located to minimize traffic disruptions and to afford the driver a good field of view in frnt of and behind the vehicle;
- When possible, stops are located to eliminate the need for children to cross the street or highway to board or leave the vehicle;
- Either a bus monitor or another adult escorts children across the street to board or leave the vehicle if curbside pick-up or drop off is impossible and;
- Drivers use alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks, or emergency road closing.