



Transportation Written Plan

Updated June 2011

SUBJECT: TRANSPORTATION REQUIREMENTS

PERFORMANCE OBJECTIVE: GENERAL 1310.10(a)(b)(c)

PERSON RESPONSIBLE: EXECUTIVE DIRECTOR

TIMELINE: ONGOING

OPERATIONAL PROCEDURE:

KCI provides transportation to every child within a reasonable radius (five miles) of the PD/PY centers. Centers are located in multiple geographic locations in order to better accommodate the needs of the children in the service area. Home pick-up and drop-off is not offered in the four FD/FY centers.

KCI will specify a pick up point for children not within the reasonable distance. This will assist the parent in transporting cost.

SUBJECT: TRANSPORTATION

PERFORMANCE OBJECTIVE: BUS EQUIPMENT
1310.10(d) (1-4)

PERSON RESPONSIBLE: EXECUTIVEDIRECTOR, TEACHERS, BUS
DRIVERS, BUS MONITORS, MECHANIC,
MECHANIC HELPER

TIMELINE: BEFORE THE SCHOOL YEAR BEGINS

OPERATIONAL PROCEDURE:

1. Each bus is equipped with a mobile radio/cell phone for emergency situations. A radio is also housed at the central office, maintenance office and the bus garage for ensured communication.
2. Each bus is equipped with fire extinguishers. The staff is trained annually on operating a fire extinguisher.
3. Each bus is equipped with a first aid kit. The staff is trained in first aid every three years and CPR annually and on an as needed basis, or as part of orientation.
4. Each bus is equipped with a seatbelt cutter. The staff is trained annually and as part of orientation correct procedures for using the seatbelt cutter.

SUBJECT: TRANSPORTATION

PERFORMANCE OBJECTIVE: 1310.10 (e)(f)(g)

**PERSON RESPONSIBLE: EXECUTIVE DIRECTOR, BUS DRIVERS,
BUS MONITORS, MECHANIC, and Mechanic Helper**

TIMELINE: AS NEEDED

OPERATIONAL PROCEDURE:

Mechanic and Mechanic Helper are responsible for installing Q-Straints and Car Seats on each bus according to the age of the children being transported.

In the event of an accident the state police department is informed.

Drivers transport the education staff to the initial home visit. This gives the bus driver and monitors an opportunity to meet the parents ensuring that every child is picked up by the correct parent. Consent forms are signed if the parent agrees to allow the child to be dropped off at another site.

Daily, rosters are checked off by the driver as the children load and unload the bus ensuring that no child is left behind.

SUBJECT: TRANSPORTATION

PERFORMANCE OBJECTIVE: CHILD RESTRAINT SYSTEMS
1310.11(a)(b)(1-2)

PERSON RESPONSIBLE:
EXECUTIVE DIRECTOR with assistance of Mechanic and Mechanic Helper

TIMELINE: Ongoing

OPERATIONAL PROCEDURE:

Height and weight appropriate child safety restraints are installed on every KCI bus.

New buses are ordered equipped with the proper restraints.

SUBJECT: TRANSPORTATION

PERFORMANCE OBJECTIVE: REQUIRED USE OF SCHOOL
BUSES OR ALLOWABLE
ALTERNATE VEHICLES
1310.12(a)(b)(1-2)(c)

PERSON RESPONSIBLE: EXECUTIVE DIRECTOR, BUS DRIVERS,
MECHANIC, and Mechanic Helper

TIMELINE: PRIOR TO TRANSPORTING CHILDREN

OPERATIONAL PROCEDURE:

Each bus is equipped with child restraints as mandated by law.

Each bus is equipped with a reverse beeper.

SUBJECT: TRANSPORTATION

**PERFORMANCE OBJECTIVE: MAINTENANCE OF VEHICLES
1310.13(a)(b)(c)**

**PERSON RESPONSIBLE: EXECUTIVE DIRECTOR, BUS DRIVERS,
MONITORS, MECHANIC, and Mechanic Helper.**

TIMELINE: PRIOR TO TRANSPORTING CHILDREN

OPERATIONAL PROCEDURE:

1. Staff performs daily pre-trip inspection prior to the children loading the bus.
2. Monthly inspections are performed by the mechanics
3. Thorough annual inspections take place prior to the school year by a certified safety inspector.

SUBJECT: TRANSPORTATION

PERFORMANCE OBJECTIVE: INSPECTION OF NEW VEHICLES
1310.14

PERSON RESPONSIBLE: EXECUTIVE DIRECTOR AND
MECHANIC

TIMELINE: UPON DELIVERY

OPERATIONAL PROCEDURE:

Buses are built to meet the state standards

Upon delivery the mechanics inspect the bus to ensure that it includes
correct safety specifications

Each bus is also inspected by a licensed state inspector and receives a state
inspection sticker annually

SUBJECT: TRANSPORTATION

PERFORMANCE OBJECTIVE: OPERATION OF VEHICLES
1310.15 (a)(b)(c)(1 -2)(d)

PERSON RESPONSIBLE: EXECUTIVE DIRECTOR, BUS
DRIVERS, BUS MONITORS

TIMELINE: ONGOING

OPERATIONAL PROCEDURE:

1. Bus monitors ensure that every child is seated properly in a restraint system to ensure safety.
2. Backpacks and personal belongings are placed under the seat to ensure the seat and walkways are clear in the case of an emergency
3. Each bus is equipped with a bus monitor.

SUBJECT: TRANSPORTATION

PERFORMANCE OBJECTIVE: DRIVER QUALIFICATIONS
1310.16(a)(1-2)(b)(1-3)(c)

PERSON RESPONSIBLE: EXECUTIVE
DIRECTOR, HUMAN RESOURCES
BOOKEEPER

TIMELINE: ONGOING

OPERATIONAL PROCEDURE:

1. See position description for Bus Driver for requirements

SUBJECT: TRANSPORTATION

PERFORMANCE OBJECTIVE: DRIVERS AND BUS
MONITOR TRAINING
1310.17(a)(b)(1-
7)(c)(d)(e)(0(1-2)

PERSON RESPONSIBLE: EXECUTIVE DIRECTOR

TIMELINE: PRIOR TO THE SCHOOL YEAR & ONGOING

ORGANIZATIONAL PROCEDURE:

Training sessions are held every other month. This includes classroom training and behind the wheel training.

Each driver is required to drive with a DMV representative in order to obtain a CDL license.

Each bus has posted procedures for vehicle evacuation.

Kids Central operates two buses that are handicap equipped. Staff is oriented and trained on proper use of the handicap equipment.

Bus drivers are required to turn in monthly pre-trip inspections and a roster.

Each bus driver and monitor receives performance evaluations annually.

Bus monitors are invited to attend monthly education staff training. This allows an extension of the classroom onto the bus.

SUBJECT: TRANSPORTATION

PERFORMANCE OBJECTIVE: TRIP ROUTING
1310.20(a)(b)(1-7)

PERSON RESPONSIBLE: EXECUTIVE DIRECTOR AND BUS
DRIVERS

TIMELINE: PRIOR TO THE SCHOOL YEAR & ONGOING

ORGANIZATIONAL PROCEDURE:

Prior to the beginning of the school year the bus driver make a dry run to determine the route that is most appropriate considering the amount of time the children will be on the bus and the road condition.

No buses are loaded with more than their capacity

Drivers are aware of alternate routes if possible. In the event that Kids Central is unable to take a child home due to road conditions the parents are contacted and other arrangements are made.

Bus routes are planned to ensure child safety. The majority of pick up and drop off locations take place in the driveway of the home.

SUBJECT: TRANSPORTATION

PERFORMANCE OBJECTIVE: SAFETY EDUCATION
1310.21(a)(b)(1-5)(c)1-2)(d)(e)

PERSON RESPONSIBLE: EXECUTIVE DIRECTOR,
BUS DRIVERS, TEACHING
STAFF, HEALTH SERVICES
MANAGER

TIMELINE: PRIOR TO THE SCHOOL YEAR & ONGOING

ORGANIZATIONAL PROCEDURE:

Parent and child training on bus safety takes place during the beginning of the school year. Children watch a video "Timmy Rides the Bus". It covers bus safety in a developmentally appropriate way. The teachers also talk with the children about bus "procedures".

Parents receive bus training during parent meeting. This training covers every area of bus safety.

SUBJECT: TRANSPORTATION

**PERFORMANCE OBJECTIVE: CHILDREN WITH
DISABILITIES
1310.22(a)(b)(c)(1 -5)**

**PERSON RESPONSIBLE: EXECUTIVE DIRECTOR,
BUS DRIVERS,
DISABILITIES
COORDINATOR,
TEACHING STAFF**

TIMELINE: PRIOR TO CHILDS FIRST DAY & ONGOING

ORGANIZATIONAL PROCEDURE:

Kids Central operates two buses that are handicapped equipped.

Kids Central modifies bus arrangements and situations in order to meet the needs of each child as prescribed in their IFSP or IEP.

SUBJECT: TRANSPORTATION

PERFORMANCE OBJECTIVE: COORDINATING
TRANSPORTATION
1310.23(a)(b)(1-3)

PERSON RESPONSIBLE: EXECUTIVE DIRECTOR,
COMPTROLLER

TIMELINE: ANNUALLY

ORGANIZATIONAL PROCEDURE:

The cost of transportation is allocated annually and compared to other options for transportation.

Annually the self assessment analyzes the transportation situation and Kids Central works to provide transportation to each child within the allowable budget.