



Transportation Services Checklist

Deborah Ceglowski's (2006) report, [Head Start-Operated Full-Day Services: Successes, Challenges, and Issues](#), found that "transportation is a factor that influenced parents' decisions to enroll their children in full- or half-day Head Start programs and affected how parents select their child care arrangements."

Head Start programs that offer transportation give a valuable and much-needed service. Whether your program directly transports children or contracts its transportation services, this checklist will help you maintain a comprehensive transportation system that is safe, cost effective, and compliant with state and federal regulations.

To complete the checklist, check "**Yes**" if this has been done. Check "**No**" if it has not been done. Use "**DK**" if you do not know. Choose "**NA**" if the question does not apply.

Question	Yes	No	DK	NA
Staffing and Budgeting				
1. Has your staff reviewed Transportation, 45 CFR §1303 Subpart F (2016) to make sure standards that apply to your agency are in place?				
2. Are pre-service and in-service training compatible with requirements specified in 45 CFR §1303.72(d) ?				
3. Does your agency follow the Recommendations of the Sixteenth National Conference on School Transportation: National School Transportation Specifications and Procedures, 2015 ?				
4. Do your agency's records indicate compliance with licensing and other requirements for drivers specified in 45 CFR §§1303.72(b)(1) and (2) ?				
5. Does your agency have a copy of National Highway Traffic Safety Administration (NHTSA) Highway Safety Program Guideline 17: Pupil Transportation Safety ?				
6. Does every vehicle have at least one assigned monitor (attendant, aide) on board at all times when children are being transported? 45 CFR §1303.72(a)(4)				



7. Are drivers and monitors required to conduct inspections before and after every trip? 45 CFR §§1303.71(d)(iii) and 1303.72(d-e)				
8. Does your agency maintain cost accounting procedures to determine the actual cost of transportation services?				
9. Does your agency maintain a written cost allocation plan that includes transportation costs?				
10. Does your agency participate in a transportation coordinating council?				
11. Have efforts been made to coordinate Head Start and Early Head Start transportation activities with other community transportation services?				
Vehicles and Equipment				
12. Are new vehicles inspected at the time of delivery as required by 45 CFR §1303.71(f) ?				
13. Does your agency transport children in allowable alternate vehicles as outlined in 45 CFR §1303.71(a) ?				
14. Are vehicles used to transport children to and from Head Start and Early Head Start programs equipped with age-, height-, and weight-appropriate child safety restraint systems? 45 CFR §1303.72(a)(1)				
15. Are vehicles equipped with reverse beepers? 45 CFR §1303.71(a)				
16. Are vehicles equipped with required emergency equipment (fire extinguisher, first aid kit, reflective triangles, seatbelt cutters, etc.)? 45 CFR §1303.71(b)				
17. Are your agency's vehicles adapted or designed to transport children with special needs? 45 CFR §1303.75				
18. Are vehicles inspected by state-approved Motor Vehicle Inspection (MVI) stations every year? 45 CFR §1303.71(e)(2)(i)				



19. Does your agency require preventive maintenance of all (owned and contracted) vehicles used to transport children to and from program activities? 45 CFR §1303.71(e)(2)(ii)				
20. Do your Head Start vehicles comply with your state's Department of Education (DOE) Pupil Transportation System regulations?				
21. Do your school bus classifications and specifications align with minimum standards from the state DOE?				
22. Do your agency's vehicles comply with federal transportation regulations?				
Children, Families, and Safety Procedures				
23. Does the instructional program for children and parents include passenger safety, pedestrian safety, emergency procedures, and other topics specified in Safety Procedures, 45 CFR §1303.74 ?				
24. Are emergency evacuation drills conducted on the vehicle in which the child will be riding, and at least twice annually thereafter? 45 CFR §1303.74				
25. Are parents involved in safety education?				
26. Have parents been trained in their roles with respect to their children's safety?				
Trip Routing				
27. Are fixed routes designed to guarantee the safety of children? 45 CFR §1303.73(a)				
28. Are children required to cross roadways before boarding or after leaving their respective vehicles at stop locations? 45 CFR §1303.73(b)(5-6)				
29. Have alternate routes been designed for use during hazardous conditions? 45 CFR §1303.73(b)(7)				



30. Do children's daily rides to and from program activities exceed one hour each way? 45 CFR §1303.73(b)(1)				
31. Do you ensure that vehicles are not loaded beyond maximum passenger capacity? 45 CFR §1303.73(b)(2)				
32. Do your policies and procedures prohibit drivers from backing up or making U-turns except for safety reasons or physical barriers? 45 CFR §1303.73(b)(3)				

Once you have completed the checklist, the following next steps are recommended:
Make a record of each item on the checklist that you checked as "No." Begin to work with staff, parents, and community members to find ways to improve your agency's transportation services.

Make a record of each item on the checklist that you checked as "DK."
Begin to work with staff to find ways to guarantee compliance. Be sure to review [Transportation, 45 CFR §1303 Subpart F](#) (2016).

Note: For agencies that are not currently offering transportation services, but are strategically planning ahead, this checklist can be used as a planning tool.

Source: Adapted from [Pupil Transportation Safety Institute \(PTSI\)](#)

