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|  | <b>DHS Head Start Program<br/>Policy</b>    |   |  |
| <b>TRANSPORTATION 1</b>   |   |   |   |
| <b>SUBJECT</b>  | General Requirements                        |   |   |
| <b>REFERENCE</b>  | Transportation                              |   |   |
| <b>EFFECTIVE</b>  | 4/21/2016                                   |   |   |
| <b>Policy Council<br/>Approval: 7/25/17</b>                                       | <b>Policy Council<br/>Revision: 7/25/17</b> | <b>Governing Body<br/>Approval: 9/28/17</b> | <b>Governing Body<br/>Revision: 9/28/17</b>   |
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**Policy:**

Education Service Providers will develop and implement procedures to ensure the safe operations of vehicles used to transport children enrolled in the City of San Antonio Department of Human Services Head Start Program, including during field trips. These procedures must include:

- Provisions for emergency and safety equipment on board
- Vehicle maintenance
- Training and documentation of bus staff on emergency and safety procedures
- Trip routing
- Pick up and drop off children to and from campus
- Release of a child to designated adult

**Performance Standard(s):**

1303.71; 1303.72; 1303.73