# Route Coordination and Planning

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| Policy Number TF0305 | Effective Date: 8/01/03 Revision Date: 7/28/20 | Policy Council Approval Date: 9/21/10 |

Performance Objective: (1310.20) In order to facilitate the classroom attendance of children who are most in need, the program will provide Transportation Services that are planned, safe, and time efficient.

# Responsibilities:

Enrollment:

1. When a Family Resource Specialist is enrolling children, the distance and driving time from the child’s residence to the center will be the first consideration to determine if transportation will be provided by the Head Start Program. Any special situations that are questionable regarding time and distance must be approved by the Area Supervisor. Some children may not be approved for transportation services, if the distance/location to home is not conducive to keeping the bus route within 1 hour. Any routes, approved by the Area Supervisor, that run over 1 hour, must be submitted to the Transportation and Facilities Coordinator.
2. If Head Start transportation is provided, access to the residence by the bus must be checked before enrollment. The bus driver or FRS will check for turnarounds or backup/turnarounds, or other potential safety hazards, necessary to load or unload the child. If backing up or a turnaround is absolutely unavoidable, the bus driver will notify the Area Supervisor. The Area Supervisor is responsible to get written approval, for the turnaround or back-up, from the Transportation and Facilities Coordinator.
3. If there is a pick-up, drop-off, turnaround or backup/turnaround involved and it is made at a residence or business property other than the child’s primary residence, written approval by the property owner must be obtained by the Area Supervisor or bus driver, and provided to the Transportation and Facilities Coordinator.

# Route Planning:

1. After the enrollment is completed, the Family Resource Specialist will schedule a meeting with the Bus Driver (drivers) and present them with rosters and discuss any special needs of the children to be transported. At this time, any special requirements for loading or unloading the child at their residence, day care center or alternate drop off point will also be discussed.
2. A map of the complete area the center encompasses (both city and county), will be posted on a bulletin board on a wall that is accessible by all center employees. (These maps can be obtained from the city and county government offices where the center is located). The Bus Driver is responsible to up-date the Left-Right Route Guide and Passenger Roster anytime the map changes.

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1. The Bus Driver will map out the bus route on the city/county map using colored stick-on dots/stickers or colored highlighters to designate the stops along the route. Different colored stickers or highlights will be used to indicate different routes. The first stop on the route will be the one furthest from the center. Each stop after the first one will be designed to pick up the children as the route weaves its way back to the center, getting closer after each stop. It is permissible to reverse the route for the afternoon route as long as each child can be let off the bus at their curb.
2. Prior to route approval, the Bus Driver and Area Supervisor will review and/or drive the route, stopping two minutes at each stop on the route, checking the time as they proceed through the route. When they have returned to the center, they must again check total time involved from the first stop through the time of arrival back to the center. The total time should be within one-hour, whenever possible.

# Options available if over the one-hour time limit:

1. Realignment of the route to gain time due to traffic conditions, railroad crossings, construction zones, or other conditions that impede the route progress or time.
2. Transfer or trade bus stops with another route to gain time, providing it does not impede another route’s one-hour time limit.
3. The next consideration would be for the Bus Driver and FRS to scout a central location on the route that would have a safe loading and unloading area such as a parking lot. The FRS would need to contact the parents affected by the route length and explain the problem. In addition, the FRS would need to locate two or three other parents that would volunteer to cooperate and transport their children to the same location at a specified time for loading and unloading each day. This consideration would also require signed permission from the property owner.
4. Setting up a double-route. This option must be approved, in writing, by the Area Supervisor. If a double-route is approved, the bus passengers living closest to the center will be the first choice to be on the second bus route.
5. If none of the above options are feasible, transportation may not be available for some families. In this case, the program will attempt to locate resources or provide other assistance to help the child attend Head Start.

**Left-Right Route Guide:** The Bus Driver must create and maintain a current Left-Right Route Guide. This Guide must be current with the route map at all times. (Usually this means the driver will have to update the guide once or twice each month.) The route guide is for use in emergency situations when the regular bus driver (for whatever reason) cannot operate the bus. The Substitute Driver will use this guide. Therefore, the guide must have a very detailed explanation of the route. It should be simple enough that a total stranger could follow the directions and successfully operate the route. The guide must be stored in the Readiness Notebook that is kept on the bus.

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**Passenger Roster:** The Bus Driver will create a Passenger Roster that is listed in AM route order. The Roster must contain the child’s name, age, Teacher’s name, address, phone number, and weight. This roster will be stored in the Readiness Notebook that is kept on the bus and must be current with the route. (A sample of the Left-Right Route Guide and Passenger Roster can be found following item number eight.)

**Alternate Route:** Alternate routes will be developed for bus route areas that may present hazardous conditions during bad weather. This would include bus routes with low water areas or bridges that flood during heavy rain and routes that have steep hills that are impossible to drive with snow or ice on the road.

# Pedestrian Safety Training for Parents and Children:

1. Once the route has been approved, the FRS and Bus Driver are responsible to provide bus safety education training to parents/guardians, concerning their responsibilities in the loading and unloading of children. This training will be completed within the first 30 days of the program year and/or at the time of enrollment for children enrolled during the school year as outlined in the Pedestrian Safety Training policy.
2. An age appropriate curriculum will also be used to teach Head Start children transportation and pedestrian safety education. The curriculum design will be the responsibility of the Education Coordinator. It will be part of the classroom lesson plan taught in the classroom within 60 days of the beginning school year, with additional training for new children throughout the year. The children will be taught:
   1. Safe riding practices;
   2. Safety procedures for boarding and leaving the vehicle
   3. Safety procedures in crossing the street to and from vehicle stops
   4. Recognition of the danger zones around the vehicle; and
   5. Emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.

Sample Left-Right Route Guide John Smith’s Route

Bus 9907

East Joplin Head Start Center

We begin our route after a thorough Pre-Trip Inspection of the bus.

1. When leaving the center make a right turn onto Plum Avenue and travel north for 1 and ½ miles. You will be at the four way stop intersection of Plum and Near. Make a left turn onto Near Street, and travel 7 miles west to the intersection of Near and Country Drive (the first blinking yellow light). Turn right onto Country Drive and stop at the third house on the right (a refrigerator is on the porch), the address is 709 Country Drive (the address is on the mailbox). The passenger’s name is Agnes Moorhead, a 3 year old. Her mother will bring the child to the passenger door and the monitor will place her in a car seat assuring she is safely buckled in.
2. Proceed north to the third intersection and turn right onto Easy Street. Stop at the first trailer house on the right. The address is 1014 Easy Street. This is where we pick up Billy Joe McCallister, a 5 year old. Billy’s brother will bring him to the bus. Billy can fasten his restraint without help, the monitor will then check to see if it is correctly adjusted.
3. Proceed south for two blocks and take a left (east) turn onto Lonesome Road. Travel one mile to 2915 Lonesome Road, a gray house with a red door (the address is on the mailbox). This is where we pick up Johnny Walker, a 5 year old. His grandmother will bring him to the passenger door. The monitor will place Johnny in the window seat next to her. Johnny’s behavior needs close monitoring, and the restraint must be checked regularly.
4. From Johnny Walker’s house, proceed east for three blocks and turn right onto Murphy Lane. Continue south for 7 blocks and turn right onto Gage Gorge Road. Cross the low-water bridge, then curve back to the right, stopping at the second house on the right side. The address 3789 Gage Gorge Rd appears on the mailbox. It is a brown house with white trim and a fenced yard. Stop at the front gate. This is where we pick up Zelda Sweeny, a four year old. Zelda’s cousin, the baby sitter, will bring her to the passenger door, the monitor must take Zelda by the hand and lead her to her seat and help her buckle the restraint properly.
5. & 6. We now proceed straight ahead and turn around in the cull de sac. We proceed back to Murphy Lane and turn left. We stop at the third house on the

right, 4102 Murphy Lane (the address is on the mailbox). It is a tan-colored house with a wrap- around porch on the front of the house. This is where we pick up the Osborne twins, Jan and Jane; they are 5 years old and must be in restraints. The monitor must meet the girls at the door and direct them to their seats. They can fasten their restraints, but the monitor must check them for proper fit.

7. 8. & 9. Proceed north on Murphy Lane to Near Street. Turn right and stop at the second house on the right, 5709 Near Street is the address. It sets about a quarter mile back from the street. You must turn in the drive and proceed to the large concrete slab in front of house. Turn the bus so that the passenger door faces the house. There is a sign on the front of the house that reads Little Rascals Day Care Center. We pick up three children; all are 5 years old and must be in restraints. Their names are Mildred Kincaid (blonde hair), Kathryn King (red hair), and Martha White (a brunette). After the monitor has secured the children in their seats, go ahead and finish the turnaround on the concrete slab and head back to Near Street, turn right and proceed east for 6 blocks to Johnson Drive.

10. & 11. Stop at the third house on the right. There is a white picket fence around the front yard and usually a large black dog on the porch. The address is 1205 Johnson Drive. This is where we pick up John Bigg (5 years old) and his young brother Lester Bigg (3 years old). The monitor must place John in a restraint and Lester must be in a car seat.

12, 13, 14, & 15. Proceed on Johnson Drive to the first 4 Way Stop intersection and turn left on Hope Road. Travel four blocks to Briar Lane and stop at Sweet Things Day Care, which is on the southwest corner of Hope Road and Briar Lane. Here we will pick up four children. They are Jimmy Easley, (age 5) Joe Blow, (age 5), Drake Feather, (age 5) and Hazel Hogg (age 3). The monitor must place Hazel in a car seat. The other three boys are in restraints.

Turn North on Briar Lane and travel back to Near Street. Turn right on Near Street and proceed back to Plum Avenue. Turn right on Plum Ave. and travel south until you come to East Joplin Head Start. Turn left into the center and park the bus in the unloading zone and assist the monitor in unloading the bus.

Walk the bus checking for articles left behind by the children or for any sleeping child that did not get off the bus. Place “Bus Empty” sign in rear window of bus, secure rear exit door and complete the route ending paper work, mileage sheet, classroom roll sheet. Turn off the cell phone (noting the charged condition), secure the bus passenger door, lock the driver’s door, do your walk-around Post-trip Inspection and turn attendance and keys into the FRS.

**Bus Roster John Smith’s Route**

Bus 9907

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| --- | --- | --- | --- | --- | --- |
|  | | | | Home |  |
| Passenger | Age | Teacher | Address | Number | Weight |
| Agnes Moorhead | 3 | B. Brown | 709 Country Drive | 549-1212 | 31# |
| Billy Joe McCalister | 5 | B. Brown | 1014 Easy Street | 549-7890 | 43# |
| Johnny Walker | 5 | G. Bee | 2915 Lonesome Rd. | 549-6789 | 44# |
| Zelda Sweeny | 4 | D. Devon | 3789 Gage Gorge Rd. | 549-1234 | 38# |
| Jan Osborne | 5 | B. Brown | 4102 Murphy Lane | 549-5678 | 45# |
| Jane Osborne | 5 | B. Brown | 4102 Murphy Lane | 549-5678 | 42# |
| Mildred Kincaid | 4 | G. Bee | 5709 Near Street | 549-8765 | 40# |
| Martha White | 4 | B. Brown | 5709 Near Street | 549-8765 | 33# |
| Kathryn King | 4 | D. Devon | 5709 Near Street | 549-8765 | 39# |
| John Bigg | 5 | G. Bee | 2205 Johnson Drive | 549-1832 | 65# |
| Lester Bigg | 3 | B. Brown | 2205 Johnson Drive | 549-1832 | 39# |
| Jimmy Easley | 4 | G. Bee | Sweet Things Daycare | 549-6501 | 43# |
| Joe Blow | 5 | D. Devon | Corner of Hope Rd. & Briar Lane | 549-6501 | 58# |
| Drake Feather | 5 | D. Devon | Corner of Hope Rd. & Briar Lane | 549-6501 | 53# |
| Hazel Hogg | 3 | B. Brown | Corner of Hope Rd. & Briar Lane | 549-6501 | 46# |

After completing the route, return keys and paper work to the FRS and the container under the area maps.