

School District Transportation Policy

Head Start will access School District transportation for children who receive Early Childhood Special Education when Head Start transportation is not available or appropriate and parents are not able to provide their own transportation.

Procedure:

1. Transportation by school district will be identified as a related service on the IEP/IFSP when Head Start transportation is not available or appropriate. The child's resident school district is responsible for providing transportation to the child's educational program if it is specified. When discussing transportation the following is encouraged:
 - If transportation from the school district is necessary in order for the child to get to his/her educational program, attempts should be made to coordinate locations, days, and times with the school district's transportation department whenever possible. This is to avoid long bus rides and unnecessary expenses.
 - In some cases if transportation is specified as a related service a transportation assistant may also be specified.
2. Transportation Request. To request transportation of identified children by school districts Head Start Disabilities Manager will follow these steps:
 - Notify IEP / IFSP Case Manager or Director of Special Education of the need for transportation.
 - Disabilities Manager gives the following information to Head Start personnel responsible for transit scheduling:
 - Child's name
 - Site and classroom
 - Class start and end time
 - Address(es) where child is to be picked up and returned.
 - Disabilities Manager gives necessary information to appropriate School
3. If there is to be a minor change in pick up or drop off, parent and/or Center Manager should try to communicate the information directly to the bus driver and/or school district.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.20, 1304.21, 1308.3, 1308.4

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