

## TRANSPORTATION SERVICES RESOURCE

The City of Chicago Department of Family and Support Services funded delegate agencies do not provide daily, regular, direct, planned route transportation services. We only provide transportation services for field trips and special events.

DFSS and all DFSS funded delegate agencies must comply with Subpart F - Transportation 1303.70 -1303.75 of the Head Start Performance Standards in its entirety and with CELS 2.0 pages 160 -164.

Transportation services for the Department of Family and Support Services (DFSS) delegate agencies are provided by contracted transportation companies.

DFSS contracts with three (3) bus companies for transportation services;

- ❖ A M Bus Company – 100 West 91<sup>st</sup> Street – Primary
- ❖ BJ's Transportation, Inc. – 3005 West 87<sup>th</sup> Street – Secondary
- ❖ Compass Transportation – 7508 St. Louis Ave – Tertiary

Each delegate agency site is assigned certificate numbers for bus evacuation drills and field trips. The certificate numbers allow the providers to bill DFSS for transportation services. DFSS covers the cost of three (3) bus evacuation drills and one (1) field trip per program year. Agencies are to utilize dollars from their agency transportation budget line to cover the cost of any additional field trips.

Each of our contracted transportation providers work with DFSS to ensure that all general transportation requirements are met. In addition, Illinois state requirements for driver qualifications and training, vehicle maintenance regulations and safety equipment are also followed to ensure compliance.

### **1303.70 Safety Procedures**

(a) A program must ensure children who receive [transportation services](#) are taught safe riding practices, safety procedures for boarding and leaving the vehicle and for crossing the street to and from the vehicle at stops, recognition of the danger zones around the vehicle, and emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.



### **1303.72 Vehicle Operation**

(e) *Bus monitor training.* A program must train each bus monitor before the monitor begins work, on child boarding and exiting procedures, how to use child restraint systems, completing any required paperwork, how to respond to emergencies and emergency evacuation procedures, how to use special equipment, child pick-up and release procedures, how to conduct and pre- and post-trip vehicle checks. Bus monitors are also subject to staff safety training requirements in §[1302.47](#)(b)(4) of this chapter including Cardio Pulmonary Resuscitation (CPR) and first aid.

The standards clearly state what must be included in training and agencies must review standards and regulations to ensure compliance. Best practice would dictate that Safety Procedures Training be repeated as needed to include new enrollees and that Vehicle Operation Training for staff and volunteers conducted as needed throughout the program year.

Additionally, each agency must ensure that three evacuation drills occur within the program year.

In our continued efforts to ensure that our enrolled families have all that is necessary for a rich and comprehensive Early Learning experience, priority is given to ensure that all needs are addressed. The area of Transportation is no exception. Agencies must provide reasonable assistance to parents who indicate a transportation need.

### **1303.70 Purpose**

(b) *Providing transportation services.* (1) If a program does not provide transportation services, either for all or a portion of the children, it must provide reasonable assistance, such as information about public transit availability, to the families of such children to arrange transportation to and from its activities and provide information about these transportation options in recruitment announcements.

Examples of the transportation assistance provided include, but are not limited to;

- ❖ Chicago Transit Authority daily ride cards.
- ❖ Parent-to-parent ridesharing
- ❖ Parent-to-parent walk a long, where one parent will stop along his/her route to pick up another child.



- ❖ Chartered buses from our contracted transportation companies for special Head Start activities and events.

Information regarding the provision of transportation assistance must be reflected in agency recruitment materials.

Agencies can utilize dollars from the transportation line of their Head Start budget to cover transportation assistance costs. Agencies may also request supplemental funds to assist in meeting transportation assistance needs. Supplemental requests are honored or denied based on the availability of funds.

Agency inquiries in the area of transportation services should be directed to Rhonda Anderson – Project Coordinator, by email at [Rhonda.anderson@cityofchicago.org](mailto:Rhonda.anderson@cityofchicago.org) or by phone at 312 743-3638

Resources:

- ❖ <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1303-subpart-f-transportation>
- ❖ Head Start Performance Standards
- ❖ DFSS Transportation Milestones
- ❖ Revised EPIC Transportation Curriculum – Available upon request



