



Child Family Services

**MONITORING INSTRUMENT**

\* Early Head Start \* Head Start \* Migrant/Seasonal Head Start \*

Agency: \_\_\_\_\_ Location: \_\_\_\_\_ Service Options: \_\_\_Center Based \_\_\_Home Based \_\_\_FCCH

Self Monitoring completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Grantee Monitoring completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Transportation Checklist**

	Self Monitoring		Grantee Monitoring		Comments  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>SECTION I: Transportation Services Management</b>					
1. Are procedures in place to ensure that the bus or alternate allowable vehicle is maintained in safe operating condition, including procedures established and implemented by the organization operating the vehicle for an annual safety inspection through an inspection program licensed or operated by the State? <i>1310.13(a)</i>					
2. Are procedures in place to ensure that systematic preventive maintenance is performed on all buses or alternate allowable vehicles? <i>1310.13(b)</i>					
3. Are reasonable efforts made to coordinate transportation resources with other human services agencies in the community? <i>1310.23(a)</i>					
4. Does each driver have a valid commercial driver's license (CDL), where granted in the State or jurisdiction, for vehicles in the same class as to vehicle the driver operates? <i>1310.16(a)(1)</i>					
5. Do grantees and delegate providing transportation services, either directly or through a contract, have an applicant review process that advises driving-position applicants of the specific background checks required, including criteria for rejecting unacceptable applicants? <i>1310.16(b)</i>					

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<b>SECTION II: Grantee and Delegate Directly Provided or Contract-Provided Transportation</b>					
1. Is the vehicle equipped with a communication system to call for assistance? <i>1310.10(d)(1)</i>					
2. Does the vehicle used in providing transportation services have emergency safety equipment, including a charged fire extinguisher properly mounted near the driver's seat and sign indicating its location? <i>1310.10(d)(2)</i>					
3. Does the vehicle used in providing transportation services have a first aid kit and a sign indicating its location? <i>1310.10(d)(3)</i>					
4. Does the vehicle used in providing transportation services have a seat belt cutter and a sign indicating its location? <i>1310.10(d)(4)</i>					
5. Are baggage and other items transported in the passenger compartment properly stored and secured, aisles cleared, and doors and emergency exits unobstructed at all times? <i>1310.15(b)</i>					
6. Does the bus driver complete a daily pre-trip inspection of the vehicle? <i>1310.13(c)</i>					
7. Does the bus driver avoid backing up or making "U" turns, beyond what is necessary for safety reasons or because of physical barriers? <i>1310.20(b)(3)</i>					
8. Are specific procedures in place for using alternate routes in case of hazardous conditions that could affect the safety of the children being transported? <i>1310.20(b)(7)</i>					
9. Are transit times for children 1 hour or less each way, unless a shorter route is unavailable, unsafe, or impractical? <i>1310.20(b)(1)</i>					
10. Does the bus driver ensure stops are located to eliminate the need for children to cross the street or highway when boarding or exiting the vehicle and that when children must cross the street before boarding or after exiting the vehicle, does the bus monitor or another adult escort them across the street? <i>1310.20(b)(5), 1310.20(b)(6)</i>					
11. Is the number of occupants in the vehicle with the maximum passenger capacity? <i>1310.20(b)(2)</i>					

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12. Are all vehicle occupants, except the bus monitors assisting children, seated in height- and weight-appropriate restraint systems while the vehicle is in motion? <i>1310.15(a); 1310.15(d)</i>					
13. Are children released only to a parent, legal guardian, or other individual as designated in writing by the parent or legal guardian? Does the agency maintain lists of the persons, including alternates in case of emergency, and up-to-date child rosters at all times to ensure that no child is left behind, either at the classroom or on the vehicle at the end of the route? <i>1310.10(g)</i>					
14. Has a bus evacuation drill been conducted within the first 30 days of service? <i>1310.21(b)(5)</i>					
15. Is each vehicle purchased after February 20, 2001, a school bus or an allowable alternate vehicle equipped for use of height-and weight-appropriate child safety restraint systems and with a reverse beeper? <i>1310.10(c); 1310.12(b)(1); 1310.12(b)(2)</i>					
16. Does the grantee or delegate providing transportation services ensure that all accidents involving vehicles that transport children are reported in accordance with applicable State requirements? <i>1310.10(f)</i>					
17. Is at least one bus monitor onboard at all times? <i>1310.15(c)(1)</i>					
18. Has each bus monitor, before duty, been trained on child boarding and exiting procedures, use of child restraint systems, required paperwork, emergency response and evacuation procedures, use of special equipment, child pickup and release procedures, and pre- and post-trip vehicle check? <i>1310.17(f)(2)</i>					
<b>SECTION III: Bus Driver Credentials, Qualifications, and Training</b>					
1. Do bus drivers receive a combination of classroom and behind-the-wheel training to operate the vehicle safely and efficiently? <i>1310.17(b)(1)</i>					
2. Do bus drivers receive a combination of classroom and behind-the-wheel training on how to run a fixed route safely, including loading and unloading children, stopping at railroad crossings, and performing other specialized driving maneuvers? <i>1310.17(b)(2)</i>					
3. Do bus drivers receive a combination of classroom and behind-the-wheel training on how to administer basic first aid in case of injury? <i>1310.17(b)(3)</i>					

	Self Monitoring		Grantee Monitoring		<p style="text-align: center;"><b>Comments</b></p> <p><small>*Please date &amp; initial comments</small></p>
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
4. Do bus drivers receive a combination of classroom and behind-the-wheel training on how to handle emergency situations, including vehicle evacuations? <i>1310.17(b)(4)</i>					
5. Do bus drivers receive a combination of classroom and behind-the-wheel training on how to operate special equipment, such as wheelchair lifts, assistance devices, or special occupant restraints? <i>1310.17(b)(5)</i>					
6. Do bus drivers receive a combination of classroom and behind-the-wheel training on how to conduct routine maintenance and safety checks on the vehicle? <i>1310.17(b)(6)</i>					
7. Do bus drivers receive a combination of classroom and behind-the-wheel training on how to maintain accurate records, as necessary? <i>1310.17(b)(7)</i>					
8. Do bus drivers receive annual evaluations, which must include an onboard observation of road performance? <i>1310.17(f)(1)</i>					
<b>SECTION IV: Transportation</b>					
1. Does the agency help as many families as possible obtain transportation who need transportation for their children to attend the program? <i>1310.10(a)</i>					