

Resource Guide: Safety and Injury Prevention Head Start Regulations and Guidance



THE NATIONAL CENTER ON
Health

All Head Start and Early Head Start programs are required to meet or exceed specific safety requirements in the Head Start Program Performance Standards (HSPPS). These safety and injury prevention standards are found throughout different sections of the Head Start regulations. This easy to use resource guide contains all of the references to regulations and guidance related to safety and injury prevention in Head Start programs. Administrators and staff can use this guide to find references to specific Head Start Program Performance Standards (HSPPS), Program Instructions (PIs), Information Memoranda (IMs) and Policy Clarifications (PCs) to monitor compliance and strengthen services to children and families. For further clarification or information, contact the Regional Program Specialist overseeing the program.

Head Start Program Performance Standards

“The *Head Start Program Performance Standards* are designed to ensure that the Head Start goals and objectives are implemented successfully, that the Head Start philosophy continues to thrive, and that all grantee and delegate agencies maintain the highest possible quality in the provision of Head Start services.”

—Introduction to the Head Start Program
Performance Standards



Section 1304.22 Child Health and Safety

(a) Health emergency procedures.

Grantee and delegate agencies operating center-based programs must establish and implement policies and procedures to respond to medical and dental health emergencies with which all staff are familiar and trained. At a minimum, these policies and procedures must include:

- (1) Posted policies and plans of action for emergencies that require rapid response on the part of staff (e.g., a child choking) or immediate medical or dental attention;
- (2) Posted locations and telephone numbers of emergency response systems. Up-to-date family contact information and authorization for emergency care for each child must be readily available;

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- (3) Posted emergency evacuation routes and other safety procedures for emergencies (e.g., fire or weather-related) which are practiced regularly (see 45 CFR 1304.53 for additional information);
- (4) Methods of notifying parents in the event of an emergency involving their child; and
- (5) Established methods for handling cases of suspected or known child abuse and neglect that are in compliance with applicable Federal, State, or Tribal laws.

(b) Conditions of short-term exclusion and admittance.

- (1) Grantee and delegate agencies must temporarily exclude a child with a short-term injury or an acute or short-term contagious illness, that cannot be readily accommodated, from program participation in center-based activities or group experiences, but only for that generally short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.
- (2) Grantee and delegate agencies must not deny program admission to any child, nor exclude any enrolled child from program participation for a long-term period, solely on the basis of his or her health care needs or medication requirements unless keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child and the risk cannot be eliminated or reduced to an acceptable level through reasonable modifications in the grantee or delegate agency's policies, practices or procedures or by providing appropriate auxiliary

aids which would enable the child to participate without fundamentally altering the nature of the program.

- (3) Grantee and delegate agencies must request that parents inform them of any health or safety needs of the child that the program may be required to address. Programs must share information, as necessary, with appropriate staff regarding accommodations needed in accordance with the program's confidentiality policy.

(c) Medication administration.

Grantee and delegate agencies must establish and maintain written procedures regarding the administration, handling, and storage of medication for every child. Grantee and delegate agencies may modify these procedures as necessary to satisfy State or Tribal laws, but only where such laws are consistent with Federal laws. The procedures must include:

- (1) Labeling and storing, under lock and key, and refrigerating, if necessary, all medications, including those required for staff and volunteers;
- (2) Designating a trained staff member(s) or school nurse to administer, handle and store child medications;
- (3) Obtaining physicians' instructions and written parent or guardian authorizations for all medications administered by staff;
- (4) Maintaining an individual record of all medications dispensed, and reviewing the record regularly with the child's parents;

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- (5) Recording changes in a child’s behavior that have implications for drug dosage or type, and assisting parents in communicating with their physician regarding the effect of the medication on the child; and
- (6) Ensuring that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication.

(d) Injury prevention.

Grantee and delegate agencies must:

- (1) Ensure that staff and volunteers can demonstrate safety practices; and
- (2) Foster safety awareness among children and parents by incorporating it into child and parent activities.

(e) Hygiene.

- (1) Staff, volunteers, and children must wash their hands with soap and running water at least at the following times:
 - (i) After diapering or toilet use;
 - (ii) Before food preparation, handling, consumption, or any other food-related activity (e.g., setting the table);
 - (iii) Whenever hands are contaminated with blood or other bodily fluids; and
 - (iv) After handling pets or other animals.
- (2) Staff and volunteers must also wash their hands with soap and running water:
 - (i) Before and after giving medications;

- (ii) Before and after treating or bandaging a wound (nonporous gloves should be worn if there is contact with blood or blood-containing body fluids); and
 - (iii) After assisting a child with toilet use.
- (3) Nonporous (e.g., latex) gloves must be worn by staff when they are in contact with spills of blood or other visibly bloody bodily fluids.
 - (4) Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, U.S. Department of Labor). Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Other blood-contaminated materials must be disposed of in a plastic bag with a secure tie.
 - (5) Grantee and delegate agencies must adopt sanitation and hygiene procedures for diapering that adequately protect the health and safety of children served by the program and staff. Grantee and delegate agencies must ensure that staff properly conduct these procedures.
 - (6) Potties that are utilized in a center-based program must be emptied into the toilet and cleaned and disinfected after each use in a utility sink used for this purpose.
 - (7) Grantee and delegate agencies operating programs for infants and toddlers must space cribs and cots at least three feet apart to avoid spreading contagious illness and to allow for easy access to each child.

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(f) First aid kits.

- (1) Readily available, well-supplied first aid kits appropriate for the ages served and the program size must be maintained at each facility and available on outings away from the site. Each kit must be accessible to staff members at all times, but must be kept out of the reach of children.
- (2) First aid kits must be restocked after use, and an inventory must be conducted at regular intervals.

Section 1304.23(e) Food Safety and Sanitation

- 1) Grantee and delegate agencies must post evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal or local laws.
- (2) For programs serving infants and toddlers, facilities must be available for the proper storage and handling of breast milk and formula.

Section 1304.52 Human Resources Management

- (i) Standards of Conduct
 - (1) Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that:

- (iii) No child will be left alone or unsupervised while under their care
- (iv) They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Section 1304.53 Facilities, Materials, and Equipment

(a) Head Start physical environment and facilities.

- (1) Grantee and delegate agencies must provide a physical environment and facilities conducive to learning and reflective of the different stages of development of each child.
- (2) Grantee and delegate agencies must provide appropriate space for the conduct of all program activities (see 45 CFR 1308.4 for specific access requirements for children with disabilities).
- (3) The center space provided by grantee and delegate agencies must be organized into functional areas that can be recognized by the children and that allow for individual activities and social interactions.
- (4) The indoor and outdoor space in Early Head Start or Head Start centers in use by mobile infants and toddlers must be separated from general walkways and from areas in use by preschoolers.

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- (5) Centers must have at least 35 square feet of usable indoor space per child available for the care and use of children (i.e., exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.
- (6) Facilities owned or operated by Early Head Start and Head Start grantee or delegate agencies must meet the licensing requirements of 45 CFR 1306.30.
- (7) Grantee and delegate agencies must provide for the maintenance, repair, safety, and security of all Early Head Start and Head Start facilities, materials and equipment.
- (8) Grantee and delegate agencies must provide a center-based environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. Agencies must ensure that no child is present during the spraying of pesticides or herbicides. Children must not return to the affected area until it is safe to do so.
- (9) Outdoor play areas at center-based programs must be arranged so as to prevent any child from leaving the premises and getting into unsafe and unsupervised areas. Enroute to play areas, children must not be exposed to vehicular traffic without supervision.
- (10) Grantee and delegate agencies must conduct a safety inspection, at least annually, to ensure that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children. At a minimum, agencies must ensure that:
 - (i) In climates where such systems are necessary, there is a safe and effective heating and cooling system that is insulated to protect children and staff from potential burns;
 - (ii) No highly flammable furnishings, decorations, or materials that emit highly toxic fumes when burned are used;
 - (iii) Flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities separate from stored medications and food and are accessible only to authorized persons. All medications, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children;
 - (iv) Rooms are well lit and provide emergency lighting in the case of power failure;
 - (v) Approved, working fire extinguishers are readily available;
 - (vi) An appropriate number of smoke detectors are installed and tested regularly;
 - (vii) Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable (see 45 CFR 1304.22 for additional emergency procedures);
 - (viii) Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions;

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- (ix) Paint coatings on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead;
- (x) The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children;
- (xi) Electrical outlets accessible to children prevent shock through the use of child-resistant covers, the installation of child-protection outlets, or the use of safety plugs;
- (xii) Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children;
- (xiii) Only sources of water approved by the local or State health authority are used;
- (xiv) Toilets and handwashing facilities are adequate, clean, in good repair, and easily reached by children. Toileting and diapering areas must be separated from areas used for cooking, eating, or children's activities;
- (xv) Toilet training equipment is provided for children being toilet trained;
- (xvi) All sewage and liquid waste is disposed of through a locally approved sewer system, and garbage and trash are stored in a safe and sanitary manner; and
- (xvii) Adequate provisions are made for children with disabilities to ensure their safety, comfort, and participation.

(b) Head Start equipment, toys, materials, and furniture.

- (1) Grantee and delegate agencies must provide and arrange sufficient equipment, toys, materials, and furniture to meet the needs and facilitate the participation of children and adults. Equipment, toys, materials, and furniture owned or operated by the grantee or delegate agency must be:
 - (iii) Age-appropriate, safe, and supportive of the abilities and developmental level of each child served, with adaptations, if necessary, for children with disabilities;
 - (iv) Accessible, attractive, and inviting to children;
 - (vi) Safe, durable, and kept in good condition; and
 - (vii) Stored in a safe and orderly fashion when not in use.
- (2) Infant and toddler toys must be made of non-toxic materials and must be sanitized regularly.
- (3) To reduce the risk of Sudden Infant Death Syndrome (SIDS), all sleeping arrangements for infants must use firm mattresses and avoid soft bedding materials such as comforters, pillows, fluffy blankets or stuffed toys.

Section 1306.30 Provisions of Comprehensive Child Development Services

- (c) The facilities used by Early Head Start and Head Start grantee and delegate agencies for regularly scheduled center-based and combination program option classroom activities

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or home-based group socialization activities must comply with State and local requirements concerning licensing. In cases where these licensing standards are less comprehensive or less stringent than the Head Start regulations, or where no State or local licensing standards are applicable, grantee and delegate agencies are required to assure that their facilities are in compliance with the Head Start Program Performance Standards related to health and safety as found in 45 CFR 1304.53(a), Physical environment and facilities.

Section 1306.32 Center-based Program Option

(a) Class size.

- (1) Head Start classes must be staffed by a teacher and an aide or two teachers and, whenever possible, a volunteer.
- (2) Grantees must determine their class size based on the predominant age of the children who will participate in the class and whether or not a center-based double session variation is being implemented.
- (3) For classes serving predominantly four or five year old children, the average class size of that group of classes must be between 17 and 20 children, with no more than 20 children enrolled in any one class.
- (4) When double session classes serve predominantly four or five year old children, the average class size of that group of classes must be between 15 and 17 children. A double session class for four or five year old children may have no more than 17 children enrolled. (See paragraph (c) of this section for other requirements regarding the double session variation.)
- (5) For classes serving predominantly three year old children, the average class size of that group of classes must be between 15 and 17 children, with no more than 17 children enrolled in any one class.
- (6) When double session classes serve predominantly three year old children, the average class size of that group of classes must be between 13 and 15 children. A double session class for three year old children may have no more than 15 children enrolled. (See paragraph (c) of this section for other requirements regarding the double session variation.)
- (7) It is recommended that at least 13 children be enrolled in each center-based option class where feasible.
- (8) A class is considered to serve predominantly four or five year old children if more than half of the children in the class will be four or five years old by whatever date is used by the State or local jurisdiction in which the Head Start program is located to determine eligibility for public school.
- (9) A class is considered to serve predominantly three year old children if more than half of the children in the class will be three years old by whatever date is used by the State or local jurisdiction in which Head Start is located to determine eligibility for public school.
- (10) Head Start grantees must determine the predominant age of children in the class at the start of the year. There is no need to change that determination during the year.

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Predominant age of children in the class	Funded class size [Funded enrollment]
4 and 5 year olds	Program average of 17–20 children enrolled per class in these classes. No more than 20 children enrolled in any class.
4 and 5 year olds in double session classes	Program average of 15–17 children enrolled per class in these classes. No more than 17 children enrolled in any class.
3 year olds	Program average of 15–17 children enrolled per class in these classes. No more than 17 children enrolled in any class.
3 year olds in double session classes	Program average of 13–15 children enrolled per class in these classes. No more than 15 children enrolled in any class.

(11) The chart above may be used for easy reference

(12) In some cases, State or local licensing requirements may be more stringent than these class requirements, preventing the required minimum numbers of children from being enrolled in the facility used by Head Start. Where this is the case, Head Start grantees must try to find alternative facilities that satisfy licensing requirements for the numbers of children cited above. If no alternative facilities are available, the responsible HHS official has the discretion to approve enrollment of fewer children than required above.

Section 1306.35 Family Child Care Program Options

(a) Grantee and delegate agency implementation. Grantee and delegate agencies offering the family child care program option must:

(3) Program Space-indoor and outdoor.

Ensure that each family child care home has sufficient indoor and outdoor space which is usable and available to children. This space must be adequate to allow children to be supervised and safely participate in developmentally appropriate activities and routines that foster their cognitive, socio-emotional, and physical development, including both gross and fine motor. Family child care settings must meet State family child care regulations...

(b) Facilities.

(1) **Safety Plan.** Grantees and delegate agencies offering the family child care program option must ensure the health and safety of children enrolled. The family child care home must have a written description of its health, safety, and emergency policies and procedures, and a system for routine inspection to ensure ongoing safety.

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- (2) **Injury prevention.** Grantee and delegate agencies must ensure that:
- (i) Children enrolled in the Head Start family child care program option are protected from potentially hazardous situations. Providers must ensure that children are safe from the potential hazards posed by appliances (stove, refrigerator, microwave, etc). Premises must be free from pests and the use of chemicals or other potentially harmful materials for controlling pests must not occur while children are on premises.
 - (ii) Grantee and delegate agencies must ensure that all sites attended by children enrolled in Head Start and Early Head Start are equipped with functioning and properly located smoke and carbon monoxide detectors.
 - (iii) Radon detectors are installed in family child care homes where there is a basement and such detectors are recommended by local health officials;
 - (iv) Children are supervised at all times. Providers must have systems for assuring the safety of any child not within view for any period (e.g. the provider needs to use the bathroom or an infant is napping in one room while toddlers play in another room);
 - (v) Providers ensure the safety of children whenever any body of water, road, or other potential hazard is present and when children are being transported;
 - (vi) Unsupervised access by children to all water hazards, such as pools or other bodies of water, are prevented by a fence;
 - (vii) There are no firearms or other weapons kept in areas occupied or accessible to children;
 - (viii) Alcohol and other drugs are not consumed while children are present or accessible to children at any time; and
 - (ix) Providers secure health certificates for pets to document up to date immunizations and freedom from any disease or condition that poses a threat to children's health. Family child care providers must ensure that pets are appropriately managed to ensure child safety at all times.
- (c) **Emergency plans.** Grantee and delegate agencies offering the family child care option must ensure that providers have made plans to notify parents in the event of any emergency or unplanned interruption of service. The provider and parent together must develop contingency plans for emergencies. Such plans may include, but are not limited to, the use of alternate providers or the availability of substitute providers. Parents must be informed that they may need to pick the child up and arrange care if the child becomes ill or if an emergency arises.
- (d) **Licensing requirements.** Head Start programs offering the family child care option must ensure that family child care providers meet State, Tribal, and local licensing requirements and possess a license

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or other document certifying that those requirements have been met. When State, Tribal, or local requirements vary from Head Start requirements, the most stringent provision takes precedence.

Section 1310.11 Child Restraint Systems

(a) Effective June 21, 2004, each agency providing transportation services must ensure that each vehicle used to transport children receiving such services is equipped for use of height- and weight-appropriate child safety restraint systems.

Section 1310.12 Required use of school buses or allowable alternate vehicles

- (a) Effective December 30, 2006, each agency providing transportation services must ensure that children enrolled in its program are transported in school buses or allowable alternate vehicles that are equipped for use of height- and weight-appropriate child restraint systems, and that have reverse beepers. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.
- (b) Effective February 20, 2001, each Head Start and Early Head Start agency receiving permission from the responsible HHS official to purchase a vehicle with grant funds for use in providing transportation services to children in its program or a delegate agency's program must ensure that the funds are used to purchase a vehicle that is either a school bus or an allowable alternate vehicle and is equipped

(1) for use of height- and weight-appropriate child restraint systems; and

(2) with a reverse beeper.

(c) As provided in 45 CFR 1310.2(a), paragraph (b) of this section does not apply to vehicles purchased for use in transporting children served under the home-based option for Head Start and Early Head Start.

Section 1310.13 Maintenance of vehicles

Each agency providing transportation services must ensure that vehicles used to provide such services are maintained in safe operating condition at all times. The organization operating the vehicle must establish and implement procedures for:

- (a) a thorough safety inspection of each vehicle on at least an annual basis through an inspection program licensed or operated by the State;
- (b) systematic preventive maintenance on such vehicles; and
- (c) daily pre-trip inspection of the vehicles by the driver.

Section 1310.14 Inspection of new vehicles at the time of delivery

Each agency providing transportation services must ensure that bid announcements for school buses and allowable alternate vehicles for use in transporting children in its program include the correct specifications and a clear statement of the vehicle's intended use. Such agencies must ensure that there is a prescribed procedure for examining such vehicles at the time of delivery to ensure that they are equipped in accordance with the bid specifications and that

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the manufacturer's certification of compliance with the applicable FMVSS is included with the vehicle.

Section 1310.15 Operation of vehicles

Each agency providing transportation services, either directly or through an arrangement with another organization or an individual, to children enrolled in its program must ensure that:

- (a) Effective October 1, 2006, on a vehicle equipped for use of such devices, any child enrolled in a Head Start or Early Head Start program is seated in a child restraint system appropriate to the child's height and weight while the vehicle is in motion.
- (b) Baggage and other items transported in the passenger compartment are properly stored and secured and the aisles remain clear and the doors and emergency exits remain unobstructed at all times.
- (c) Effective June 21, 2004, there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary, such as when needed to accommodate the needs of children with disabilities. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.
- (d) Except for bus monitors who are assisting children, all vehicle occupants must be seated and wearing height- and weight- appropriate safety restraints while the vehicle is in motion.

Section 1310.16 Driver qualifications

- (a) Each agency providing transportation services must ensure that persons who drive vehicles used to provide such services, at a minimum:
 - (1) in States where such licenses are granted, have a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle the driver will operating; and
 - (2) meet any physical, mental, and other requirements established under applicable law or regulations as necessary to perform job-related functions with any necessary reasonable accommodations.
- (b) Each agency providing transportation services must ensure that there is an applicant review process for use in hiring drivers, that applicants for driver positions must be advised of the specific background checks required at the time application is made, and that there are criteria for the rejection of unacceptable applicants. The applicant review procedure must include, at minimum:
 - (1) all elements specified in 45 CFR 1304.52(b), with additional disclosure by the applicant of all moving traffic violations, regardless of penalty;
 - (2) a check of the applicant's driving record through the appropriate State agency, including a check of the applicant's record through the National Driver Register, if available in the State; and

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- (3) after a conditional offer of employment to the applicant and before the applicant begins work as a driver, a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations.
- (c) As provided in 45 CFR 1310.2(a), this section does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.

Section 1310.17 Driver and bus monitor training

- (a) Each agency providing transportation services must ensure that persons employed to drive vehicles used in providing such services will have received the training required under paragraphs (b) and (c) of this section no later than 90 days after the effective date of this section as established by §1310.2 of this part. The agency must ensure that drivers who are hired to drive vehicles used in providing transportation services after the close of the 90 day period must receive the training required under paragraphs (b) and (c) prior to transporting any child enrolled in the agency's program. The agency must further ensure that at least annually after receiving the training required under paragraphs (b) and (c), all drivers who drive vehicles used to provide such services receive the training required under paragraph (d) of this section.
- (b) Drivers must receive a combination of classroom instruction and behind-the-wheel instruction sufficient to enable each driver to:

- (1) operate the vehicle in a safe and efficient manner;
- (2) safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;
- (3) administer basic first aid in case of injury;
- (4) handle emergency situations, including vehicle evacuation procedures;
- (5) operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;
- (6) conduct routine maintenance and safety checks of the vehicle; and
- (7) maintain accurate records as necessary.
- (c) Drivers must also receive instruction on the topics listed in 45 CFR 1304.52(k) (1), (2) and (3)(i) and the provisions of the Head Start Program Performance Standards for Children with Disabilities (45 CFR 1308) relating to transportation services for children with disabilities.
- (d) Drivers must receive refresher training courses including the topics listed in paragraphs (b) and (c) of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.
- (e) Each agency providing transportation services must ensure that drivers who transport children receiving the services qualify under the applicable driver training requirements in its State.

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- (f) Each agency providing transportation services must ensure that:
- (1) the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance; and before bus monitors assigned to vehicles used to provide such services begin their duties, they are trained on child boarding and exiting procedure, use of child restraint systems, any required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre- and post-trip vehicle check.
 - (4) Stops must be located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle.
 - (5) When possible, stops must be located to eliminate the need for children to cross the street or highway to board or leave the vehicle.
 - (6) If children must cross the street before boarding or after leaving the vehicle because curbside drop off or pick up is impossible, they must be escorted across the street by the bus monitor or another adult.

Section 1310.20 Trip routing

- (a) Each agency providing transportation services must ensure that in planning fixed routes the safety of the children being transported is the primary consideration.
- (b) The agency must also ensure that the following basic principles of trip routing are adhered to:
- (1) The time a child is in transit to and from the Head Start or Early Head Start program must not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical.
 - (2) Vehicles must not be loaded beyond the maximum passenger capacity at any time.
 - (3) Vehicles must not be required to back up or make “U” turns, except when necessary for reasons of safety or because of physical barriers.

Specific procedures must be established for use of alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks, or emergency road closing. In selecting among alternatives, transportation providers must choose routes that comply as much as possible with the requirements of this section.

Section 1310.21 Safety education

- (a) Each agency must provide training for parents and children in pedestrian safety. The training provided to children must be developmentally appropriate and an integral part of program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must be provided within the first thirty days of the program year.

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- (b) Each agency providing transportation services, directly or through another organization or an individual, must ensure that children who receive such services are taught:
- (1) safe riding practices;
 - (2) safety procedures for boarding and leaving the vehicle;
 - (3) safety procedures in crossing the street to and from the vehicle at 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.
- (6) Each agency providing transportation services must provide training for parents that:
- (1) emphasizes the importance of escorting their children to the vehicle stop and the importance of reinforcing the training provided to children regarding vehicle safety; and
 - (2) complements the training provided to their children so that safety practices can be reinforced both in Head Start and at home by the parent.
 - (3) administer basic first aid in case of injury;
 - (4) handle emergency situations, including vehicle evacuation procedures;
 - (5) operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;
- (6) conduct routine maintenance and safety checks of the vehicle; and
- (7) maintain accurate records as necessary
- (c) Drivers must also receive instruction on the topics listed in 45 CFR 1304.52(k) (1), (2) and (3)(i) and the provisions of the Head Start Program Performance Standards for Children with Disabilities (45 CFR 1308) relating to transportation services for children with disabilities. (d) Each agency providing transportation services must ensure that at least two bus evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year.
- (d) Each agency providing transportation services must ensure that at least two bus evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year.
- (e) Each agency providing transportation services must develop activities to remind children of the safety procedures. These activities must be developmentally appropriate, individualized and be an integral part of the Head Start or Early Head Start program activities.

Section 1310.22 Children with disabilities

- (a) Effective December 30, 2006 each agency must ensure that there are school buses or allowable alternate vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. This requirement does not apply to the transportation of children

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receiving home-based services unless school buses or allowable alternate vehicles are used to transport the other children served under the home-based option by the grantee. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start or Early Head Start program.

Notes

- (b) Each Head Start, Early Head Start and delegate agency must ensure compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the HHS regulations at 45 CFR part 84, implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and the Head Start Program Performance Standards on Services for Children with Disabilities (45 CFR part 1308) as they apply to transportation services.
- (c) Each agency must specify any special transportation requirements for a child with a disability when preparing the child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP), and ensure that in all cases special transportation requirements in a child's IEP or IFSP are followed, including:
 - (1) special pick-up and drop-off requirements;
 - (2) special seating requirements;
 - (3) special equipment needs;
 - (4) any special assistance that may be required; and
 - (5) any special training for bus drivers and monitors.

Program Instructions

“The Program Instruction (PI) addresses a specific requirement that Head Start grantees and delegate agencies must implement in their programs.”

—Office of Head Start

ACF-PI-HS-07-02 Standards for Playground Use Zone Safety (2007)

This Program Instruction addresses the Head Start Program Performance Standards regarding the maintenance, repair, safety, and security of facilities, materials, equipment, and surfaces on playgrounds. References include: 45 CFR 1304.53(a)(7), 45 CFR 1304.53(a)(10), and the Consumer Product Safety Commission Handbook (<http://www.cpsc.gov/cpscpub/pubs/325.pdf>).

Topics include:

- Background
- Critical Height
- Infill
- Loose-fill Surfacing Material
- Protective Surfacing
- Unitary Surfacing Material
- Use Zone

Available at: http://eclkc.ohs.acf.hhs.gov/hslc/standards/pi/2007/resour_pri_00111_013107.html

Spanish version available at: http://eclkc.ohs.acf.hhs.gov/hslc/Espanol/PIs%20en%20espa%C3%B1ol/2007/resour_pri_00111e_020607.html

Information Memoranda

“The Information Memorandum (IM) is a targeted communication tool from the Office of Head Start which provides policy information to Head Start and Early Head Start grantees and delegate agencies.”

—Office of Head Start

ACF-IM-HS-14-04 Bus Transportation and Safety (2014)

This Information Memorandum reiterates that ensuring the safety of children is the highest priority of the Office of Head Start (OHS). Because of recent incidents such as children being released to unapproved guardians, being left on the bus, or being sent home on the wrong bus, OHS emphasizes the need for redundant systems, active supervision, and additional transportation safety practices. The IM lists several resources for programs to access to improve transportation safety.

Available at: https://eclkc.ohs.acf.hhs.gov/hslc/standards/im/2014/resour_im_004_08252014.html;c2hzaHVtYW4=

Spanish version available at: https://eclkc.ohs.acf.hhs.gov/hslc/Espanol/IMs%20en%20espa%20ol/2014/resour_ime_004e_082514.html;c2hzaHVtYW4=

ACF-IM-HS-14-06 Helping Children and Families Experiencing Domestic/Intimate Partner Violence (2014)

This Information Memorandum provides updated information about the effects of intimate partner violence on families with very young children. In addition, it provides information about how to contact the National Domestic Violence Hotline as well as resources from the U.S. Department of Health and

Human Services (HHS) to help Head Start programs respond appropriately to children and families affected by domestic violence. ACF encourages programs to form partnerships with related services organizations that can provide direct services to children and families and in-service training to staff.

Available at: http://eclkc.ohs.acf.hhs.gov/hslc/standards/im/2014/resour_im_006_10272014.html

Spanish version available at: http://eclkc.ohs.acf.hhs.gov/hslc/Espanol/IMs%20en%20espa%20ol/2014/resour_ime_006e_102714.html

ACF-IM-HS-12-03 New Crib Standards (2012)

In December 2010, the United States Consumer Product Safety Commission (CPSC) published new safety standards for full-size and non-full-size baby cribs. Beginning December 28, 2012, any Early Head Start program that provides a crib in a center or family child care home must meet these new Federal safety standards. Early Head Start programs cannot resell, donate, or give away a crib that does not meet the new crib standards. Older non-compliant cribs must be disposed in a manner that prevents these cribs from being reassembled and used. This Information Memorandum also provides links to the CPSC website for a flyer describing the key features of this rule and up-to-date information on how to create a safe sleep environment.

Available at: http://eclkc.ohs.acf.hhs.gov/hslc/standards/IMs/2012/resour_ime_003_042412.html

Spanish version available at: http://eclkc.ohs.acf.hhs.gov/hslc/Espanol/IMs%20en%20espa%20ol/2012/resour_ime_003e_042412.html

Information Memoranda

ACF-IM-HS-09-06 **Safety of Children (2009)**

This Information Memorandum explains the Office of Head Start's expectations regarding the standards of conduct for supervision of all enrolled Head Start children to prevent injury and minimize risk of harm. The Head Start Program Performance Standards referred to include 45 CFR [1304.52\(g\)\(5\)](#), 45 CFR [1304.52\(i\)\(1\)\(iii\)](#), [1304.52\(i\)\(1\)\(iv\)](#). It also includes a reference to state laws governing mandated reporting (http://www.childwelfare.gov/systemwide/laws_policies/state/).

Available at: http://eclkc.ohs.acf.hhs.gov/hslc/standards/IMs/2009/resour_ime_006_080309.html

ACF-IM-HS-06-05 **Head Start Transportation Waivers (2006)**

On October 4, 2006, a final rule was published in the Federal Register authorizing, effective November 1, 2006, the Department of Health and Human Services to issue waivers to Head Start grantees from two of the provisions of the Head Start Transportation Regulation (45 CFR Part 1310). These two requirements are that children be secured in age and weight appropriate child restraint systems and that there be at least one monitor onboard any bus transporting Head Start children. A copy of this final regulation is attached.

Available at: http://eclkc.ohs.acf.hhs.gov/hslc/standards/IMs/2006/resour_ime_00112_101206.html

Spanish version available at: http://eclkc.ohs.acf.hhs.gov/hslc/Espanol/IMs%20en%20espa%C3%B1ol/2006/resour_ime_00112e_101206.htm

Notes

Policy Clarifications

Policy Clarifications are questions posed to the Office of Head Start that have compliance implications and require a Federal response. Most refer to specific Head Start Program Performance Standards that are relevant to the question or topic.

OHS-PC-B-016

What should Head Start programs do to ensure that staff have immediate access to rescue medications, such as an Epi-pen?

Rescue medications do not need to be locked up, however, they must be kept out of children's reach and be accessible to staff at all times, including when children are on the bus, playground or on a field trip. Any staff person administering rescue medications, whether in the classroom, on the bus, on the playground, or on field trips, must be trained in the administration of such medications.

Informal Guidance

July 3, 2007

OHS-PC-B-020

Does using infant cribs with solid plastic ends that are placed head to head in infant rooms meet the Head Start Program Performance Standards?

No. CFR [1304.22\(e\)\(7\)](#) requires cribs and cots be placed at least three feet apart to avoid spreading contagious illness AND to allow easy access to each child. Cribs spaced less than three feet apart pose a safety hazard in the event the center must be evacuated during an emergency. Staff need immediate access to the children in emergency situations.

Requirement: 45 CFR [1304.22\(e\)\(7\)](#)

July 13, 2007

OHS-PC-B-032

What is the Office of Head Start's stance on having the children go outside everyday, even in weather that is really cold or hot?

The Head Start Program Performance Standard ([1304.21\(a\)\(5\)\(i\)](#)) requires that grantees provide "sufficient time, indoor and outdoor space, equipment, materials and adult guidance... [to] support the development of gross motor skills". There is not sufficient space in most classrooms for the types of equipment, materials and experiences that children need in the area of gross motor development and, therefore, most programs will need to take their children outdoors regularly. The decision about how frequently and for how long children play outside and the decision about whether on certain days children should stay indoors is one local programs need to make. Grantees are encouraged to establish policies on extreme heat and cold thresholds and on such health risks as lightning or poor air quality. Grantees should consider that some children; i.e. an asthmatic child, may have different needs in terms of, for example, air quality than other children in the program and individual children's needs should be appropriately addressed.

Informal Guidance

August 8, 2007

OHS-PC-B-037

Is it necessary to send all children home and sanitize the center and bus if a child has head lice?

No. This is not a Head Start Performance Standards requirement. Head Start programs should consult with their Health Services Advisory Committee (HSAC) to assist them in developing and implementing program policies on this issue that are in accordance with

Policy Clarifications

state and local laws. The HSAC can also assist programs in developing procedures for the daily sanitation of Head Start centers and equipment.

Informal Guidance

November 20, 2007

OHS-PC-B-041

I understand Head Start enrolls some preschool-age children who use diapers. What are the sanitation regulations for changing older children in diapers? are there limits on the number of diapered children per classroom, and what is the teacher ratio per diapered children in an early childhood classroom setting?

The Head Start Program Performance Standards (45 CFR [1304.22\(e\)\(5\)](#)) require agencies to adopt sanitation and hygiene procedures for diapering; these procedures should be appropriate for the children served. The performance standards do not outline adult-to-child ratio requirements that apply when preschool children in classrooms require special assistance with toileting, including diapering. Programs must design and implement an approach that ensures staff have the time and training needed to conduct diapering properly. If the level of toileting/diapering assistance required significantly impacts the adult supervision needed in the classroom, then adaptations in staffing assignments may be a necessary modification. (Programs must also determine whether any child care regulations in their additional requirements may apply based upon child care regulations in their state.)

45 CFR [1304.22\(e\)\(5\)](#)--Grantee and delegate agencies must adopt sanitation and hygiene procedures for diapering that adequately protect the health and safety of children served by the program and staff. Grantee and delegate

agencies must ensure that staff properly conducts these procedures.

45 CFR [1308.4\(c\)](#) The plan must include provisions for children with disabilities to be included in the full range of activities and services normally provided to all Head Start children and provisions for any modifications necessary to meet the special needs of the children with disabilities.

Requirement: 45 CFR [1304.22\(e\)\(5\)](#); 45 CFR [1308.4\(c\)](#)

December 13, 2007

OHS-PC-B-045

May the required parental consent for non-emergency intrusive physical examinations required by sec. 657A of the Head start Act be obtained as part of a blanket permission at the time of the application for Head Start services?

No. While section 657A of the Act does not specify the timing or manner of the required permission other than by specifying that parental permission must be in writing and that it be secured “before administration of any nonemergency intrusive physical examination,” the fact that the statute establishes a entirely new section of the Head Start Act to address nonemergency intrusive physical examinations indicates the statutory requirement is intended to facilitate parents’ thoughtful, individualized decision making regarding nonemergency intrusive physical examinations separate and apart from decision making regarding other program services. Therefore, written parental permission must be obtained before any nonemergency intrusive physical exam and such permission must be obtained immediately preceding any proposed covered physical examination or as proximate to the proposed exam as possible. Whenever written permission

Policy Clarifications

is sought and obtained, the written permission maintained by the Head Start agency should clearly and plainly describe the “nonemergency intrusive physical examination” for which permission is sought and indicate the parent’s express permission, including any limitations.

Informal Guidance: Section 657A of the [Head Start Act](#)

February 6, 2008

OHS-PC-L-003

Does a program have to comply with the 45 CFR [1310](#) regulations concerning Head Start Transportation when the agency only uses, arranges for, or employs bus drivers with buses to transport the children to and from the centers?

Yes. The regulations pertain to agencies that provide transportation services directly or through another arrangement with a private or public transportation provider.

Requirement: 45 CFR [1310.2\(a\)](#)

April 25, 2007

OHS-PC-L-004

Do the Head Start transportation regulations apply to providing transportation for enrolled children to special services such as speech therapy?

Yes. Head Start programs that provide transportation to special services at regularly scheduled times and at pre-arranged sites must comply with the Head Start transportation regulations, including the use of bus monitors and child restraint systems, unless there is an approved waiver in place. Transportation to special services is included in the definition of Transportation Services. (See 45 CFR [1310.3](#)). Each agency must specify any special transportation requirements for a child with a

disability when preparing the child’s Individual Education Plan (IEP) or Individual Family Service Plan (IFSP), and ensure that in all cases special transportation requirements in a child’s IEP or IFSP are followed. (See 45 CFR [1310.22](#)).

Requirement: 45 CFR [1310.3](#); [1310.22](#)

June 12, 2007

OHS-PC-L-005

Do the Head Start transportation regulations apply to providing transportation to enrolled children to and from dental appointments?

No. Dental appointments are considered incidental trips and are not included under the definition of Transportation Services, 45 CFR [1310.3](#).

Requirement: 45 CFR [1310.3](#)

June 12, 2007

OHS-PC-L-006

Are children’s backpacks considered “properly stored and secured” if these items are held in children’s hands or on their laps?

45 CFR [1310.15\(b\)](#) requires that “Baggage and other items transported in the passenger compartment are properly stored and secured and the aisles remain clear and the doors and emergency exits remain unobstructed at all times”. Programs should consider the best method of meeting this requirement based on their own circumstances and the safety of the children being transported when developing and implementing transportation procedures.

State and local regulations may specify additional requirements for baggage transport.

Policy Clarifications

Requirement: 45 CFR [1310.15\(b\)](#); 45 CFR [1304.22\(d\)\(1\)](#)

June 26, 2007

OHS-PC-L-007

How many bus monitors should be on each bus?

45 CFR [1310.15\(c\)](#) requires that there be at least one bus monitor on board at all times, with additional bus monitors provided as necessary, such as when needed to accommodate the needs of children with disabilities.

The needs of the children being transported should be considered when deciding how many bus monitors are necessary. Bus populations can vary and programs are in the best position to determine what type of support the children being transported require. For example, if large numbers of very young children or children requiring special assistance are on one particular bus due to geographical routing, that bus may require more monitors.

Check state and local regulations as some states apply staff-child ratios to the bus.

Requirement: 45 CFR [1310.15\(c\)](#)

June 26, 2007

OHS-PC-L-008

Does training in pedestrian safety have to be provided to parents and children in Early Head Start home based programs? Is so, how do we meet the requirement of training within the first 30 days of the program year when we go year-round?

Yes. 45 CFR [1310.21\(a\)](#) applies to all enrolled Head Start and Early Head Start children.

In some cases, particularly with very young infants, the training may be primarily parent-directed. Year-round programs generally have

a program year begin and end date that may be designated according to local school year, program funding year, annual PIR year, etc., and this date can be used to plan training within the first 30 days of the program year.

Requirement: 45 CFR [1310.21\(a\)](#)

June 26, 2007

OHS-PC-L-009

Can children be on a bus for more than one hour when being transported to and from the program?

Yes. The time a child is in transit to and from the Head Start or Early Head Start program must not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical. Each agency providing transportation services must ensure that in planning fixed routes the safety of the children being transported is the primary consideration. Programs should make every attempt to minimize time spent in transit for children. Programs must establish procedures for making exceptions and a record of the exception rationale and decision must be kept in each affected child's file.

Requirement: 45 CFR [1310.20\(a\)-\(b\)\(1\)](#)

June 26, 2007

OHS-PC-L-010

Can children be on the bus for more than one hour when being transported to and from dental and medical services?

Yes. Dental and medical services are considered incidental trips. Incidental trips such as might be required to transport small groups of children to and from necessary services are excluded under the definition of Transportation Services (45 CFR [1310.3](#)). However, programs are encouraged to use the safest mode of transportation available; i.e. school buses or

Policy Clarifications

allowable alternate vehicles, whenever children are in transport. Programs should make every attempt to minimize time spent in transit for children.

Requirement: 45 CFR [1310.3](#)

June 26, 2007

OHS-PC-L-011

Are field trips considered a Transportation Service and, as such, subject to the requirements for the use of a school bus or allowable alternate vehicle, bus monitors, child restraint systems, etc.?

Yes. Transportation Services (45 CFR [1310.3](#)) are defined in the regulation as “the planned transporting of children to and from sites where an agency provides services funded under the Head Start Act. Transportation services can involve the pick-up and discharge of children at regularly scheduled times and pre-arranged sites, including trips between children’s homes and program settings.” Field trips are pre-planned and pre-arranged, and children are receiving direct component services. (45 CFR [1306.3\(c\)](#))

Requirement: 45 CFR [1310.3](#); 45 CFR [1306.3\(c\)](#)

June 26, 2007

OHS-PC-L-012

Are programs obligated to transport parents upon request to and from Head Start/EHS centers?

Programs need to develop their own policies about transporting parents to and from the Head Start center. Such policies should consider whether the bus or transportation insurance allows for this. A parent needing transportation, for example, to participate in a socialization visit

or to volunteer at the center may be provided such transportation. This transportation could be arranged by having the parent accompany his/her child on the bus or, if necessary, by having an employee drive to the parent’s home to pick up the parent and transport the parent to the center. Grantees are not mandated to provide such transportation, but are encouraged to do so when it will better enable the parent to participate in activities that are designed to improve the Head Start program and/or improve the parent’s ability to act as their child’s primary educator (for example, transporting a parent to attend an adult literacy class at the Head Start center).

Informal Guidance

July 3, 2007

OHS-PC-L-013

Can program funds be used to reimburse families for mileage expenses to and from socialization activities in the home-based program option?

Head Start agencies may use funds to reimburse families for transporting their children to and from socialization activities in the home-based program option.

Transportation services to children served under the home-based option for Head Start and Early Head Start services are excluded from the requirements of 45 CFR [1310.12](#), [1310.15\(c\)](#), and [1310.16](#) related to the use of school buses and allowable alternate vehicles, child restraint systems, and bus monitors.

Requirement: 45 CFR [1310.12](#); [1310.15\(c\)](#); [1310.16](#)

July 19, 2007

Policy Clarifications

OHS-PC-L-016

Do programs providing transportation services for children enrolled in Combination Option need to meet the provision of the Head Start transportation regulations related to child safety restraint systems, bus monitors, and the use of school buses or allowable alternative vehicles?

Yes. Under 45 CFR [1310.2](#), Applicability, the only transportation services currently excluded from the requirements of 45 CFR [1310.12](#), [1310.15\(c\)](#), and [1310.16](#) are those provided to children enrolled in the home-based option.

Requirement: 45 CFR [1310.2](#), Applicability
September 26, 2007

OHS-PC-L-017

If a child enrolled in a center-based program has been transported to the center on a school bus and needs to be taken home because of head lice or illness because the parent does not have transportation, can a van be used to transport that child home?

Yes. Under the definition of transportation services, this would be considered incidental transportation. Programs should take care to be certain all applicable federal, state and local safety laws are followed, including those related to the use of child safety restraint systems.

Requirement: 45 CFR [1310.3](#)
September 26, 2007

OHS-PC-L-018

Do high-back school bus seats alone meet the requirements for “child restraint systems” for transporting children ages three to five years?

No. High-back school bus seats alone do not meet the requirement for the use of child restraint systems. Very young children do not receive adequate protection from this type of compartmentalization and therefore must be seated in FMVSS approved child restraint systems.

Requirement: 45 CFR [1310.3](#); 49 CFR [571.213](#)
September 26, 2007

OHS-PC-L-019

Does the requirement that the seat behind the Head Start child either be unoccupied or that the occupants of that seat be restrained apply to the use of all child restraint systems?

No. The requirement that the seat behind the Head Start child either be unoccupied or have restrained occupants applies only in those situations where Head Start children are seated in harness-style child restraint systems that attach directly to the seat back. See 49 CFR [Part 571 \(Federal Motor Vehicle Safety Standards\) Standard No. 213, Child restraint systems, S5.6.1.11](#).

Requirement: 49 CFR [Part 571 \(Federal Motor Vehicle Safety Standards\) Standard No. 213, Child restraint systems, S5.6.1.11](#)

September 26, 2007 Revised October 10, 2007

OHS-PC-L-020

If our program does not provide transportation to one of our sites for children without disabilities, must we provide transportation to that site for children with disabilities?

When a child’s participation in Head Start is part of their Individualized Education Program (IEP), the IEP should include transportation as a related service if transportation is necessary

Policy Clarifications

to enable the child's participation (45 CFR [1308.4\(o\)\(5\)](#)). Head Start funds may be used to provide this transportation, even if this service is not typically provided to children at that site. The local education agency (LEA) responsible for assuring free and appropriate public education (FAPE) must assure that services outlined in the IEP are provided, and this LEA may also provide or support the transportation costs. The general responsibilities and resources for providing transportation to a child with a disability enrolled in Head Start should be addressed in your program's local interagency disabilities services agreement with your LEA partner. Head Start regulations require programs to plan their collaboration with LEAs so that children with disabilities enrolled in Head Start will receive services they need ([1308.4\(h\)\(6\)](#)).

Requirement: 45 CFR [1308.4\(o\)\(5\)](#); [1308.4\(h\)\(6\)](#)

October 10, 2007

OHS-PC-L-021

If Pediatrician Safety Training is provided to parents and children within the first 30 days of the program year—is the program required to provide the same, on an individual basis, for all late enrollees?

Children who are late enrollees in Head Start and Early Head Start have the same need for transportation and pedestrian safety education as do those who begin services at the start of the program year. The purpose of the requirement that each agency provide transportation and pedestrian safety education of children and parents within the first 30 days of the program year is to assure that children and their families have the tools they need to keep them safe as soon as possible after program entry. Programs

provide ongoing education in these areas and should plan and implement individualized training for new enrollees and their families within 30 days of enrollment.

Requirement: 45 CFR [1310.21\(a\)](#)

April 29, 2008

OHS-PC-L-022

If a bus monitor leaves the bus to pick up or deliver a child to their home or center, does this create a child/monitor ratio problem on the bus even if the driver is still on the bus? If a parent has a disability and is unable to bring their child to the curb for transportation pickup, can we refuse to provide transportation?

Safety is the first consideration when transporting Head Start children. It is assumed that the bus is parked when children are coming to and from the vehicle. Programs must have procedures that include teaching staff and parents the use of effective pedestrian safety practices to escort children to and from the bus.

Occasionally, it may be necessary for the bus monitor to escort the child/ren to and from the bus and their home or center. In those circumstances, children on the vehicle are under the supervision of the bus driver and secured in appropriate child restraint systems, and the bus monitor is within sight and sound of the vehicle.

Transportation services cannot be refused due to a parent's inability to bring their child to the door of the vehicle. Every effort should be made to accommodate the transportation needs of children and families.

Requirement: 45 CFR [1310.20](#)

June 17, 2008

Policy Clarifications

OHS-PC-L-023

What restraint requirements must be met for a child weighing over 50 pounds riding a Head Start school bus?

Head Start Program Performance Standard 45 CFR [1310.11](#)(a) states:

Effective June 21, 2004, each agency providing transportation services must ensure that each vehicle used to transport children receiving such services is equipped for use of height- and weight-appropriate child safety restraint systems.

This Standard is available online on the Early Childhood Learning and Knowledge Center (ECLKC) web site at: <http://eclkc.ohs.acf.hhs.gov/hslc/standards/Head%20Start%20Requirements/1310/1310.11%20Child%20Restraint%20Systems..htm>

Information regarding the proper use of child safety restraint systems is available online at:

<http://www.nhtsa.gov/people/injury/buses/busseatbelt/index.html>

Requirement: 45 CFR [1310.11](#)(a)

August 11, 2008 Revised August 18, 2008

Notes