

PART DAY SELF TRANSPORT POLICY

The goal of the Umatilla Morrow Head Start Transportation System is to transport as many children as possible in a safe and efficient manner, and to ensure that the time children spend on the bus is as short as possible. Umatilla Morrow County Head Start will strive to ensure all bus routes are under one hour.

To help aid UMCHS in achieving this goal, families that live within a 4 block radius of the school will be asked to self transport or walk their children to and from class; excluding those families whose children have transportation that is a required service (EI) or related service (ECSE) on an Individualized Family Service Plan (IFSP).

In the event that this policy imposes an extreme hardship on a family, a request may be made that an exception be implemented. All requests must be made by the family and submitted in writing to the West End Operations Director and the request will be reviewed by the Administrative Team for a decision. Exceptions will not be implemented in any other manner.

Some of the UMCHS classrooms have been designated No Transport Classrooms. Families enrolled in No Transport Classrooms will be required to self transport their children to and from class. Families enrolled in No Transport Classrooms are not able to request an exception for transportation services for their children. Families will be recruited and selected for the No Transport Classrooms based on their ability to self transport.

UMCHS will provide reasonable assistance to the families of such children to arrange transportation to and from its activities. Assistance may include, but are not limited to: Partnering with local High School programs for transportation services in our Teen Parent Programs, utilizing agency Type 10 drivers, connecting families with community transportation services, and utilizing bus drivers and agency buses when available, appropriate and viable.

PART DAY SELF TRANSPORT PROCEDURE

1. Children are to arrive no earlier than ten minutes before class begins and be picked up promptly at the end of class time.
2. Children must be accompanied into the center by a parent/guardian or responsible party. Children must be delivered directly to a classroom staff person.
3. Upon arrival and departure, each child will be signed in and out by the parent/guardian or responsible party with a complete signature, date and time on the Self Transport Form. This is extremely important for safety purposes, and also serves as part of our Emergency Evacuation Plan. It will be the parent or guardian's responsibility to brief others on the sign in and out procedure when someone other than the parent or guardian will be dropping off or picking up the child. Picture identification will be required if staff are unfamiliar with the individual picking up the child. Children will only be released to authorized individuals as identified on the Emergency Notification Form.
4. Self Transport Forms will be turned in monthly with the classroom attendance sheets and will be maintained at the Umatilla Morrow County Head Start Main Office.