

IMPROVING EFFICIENCY IN HEAD START OPERATIONS

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WHAT ARE WE TALKING ABOUT?

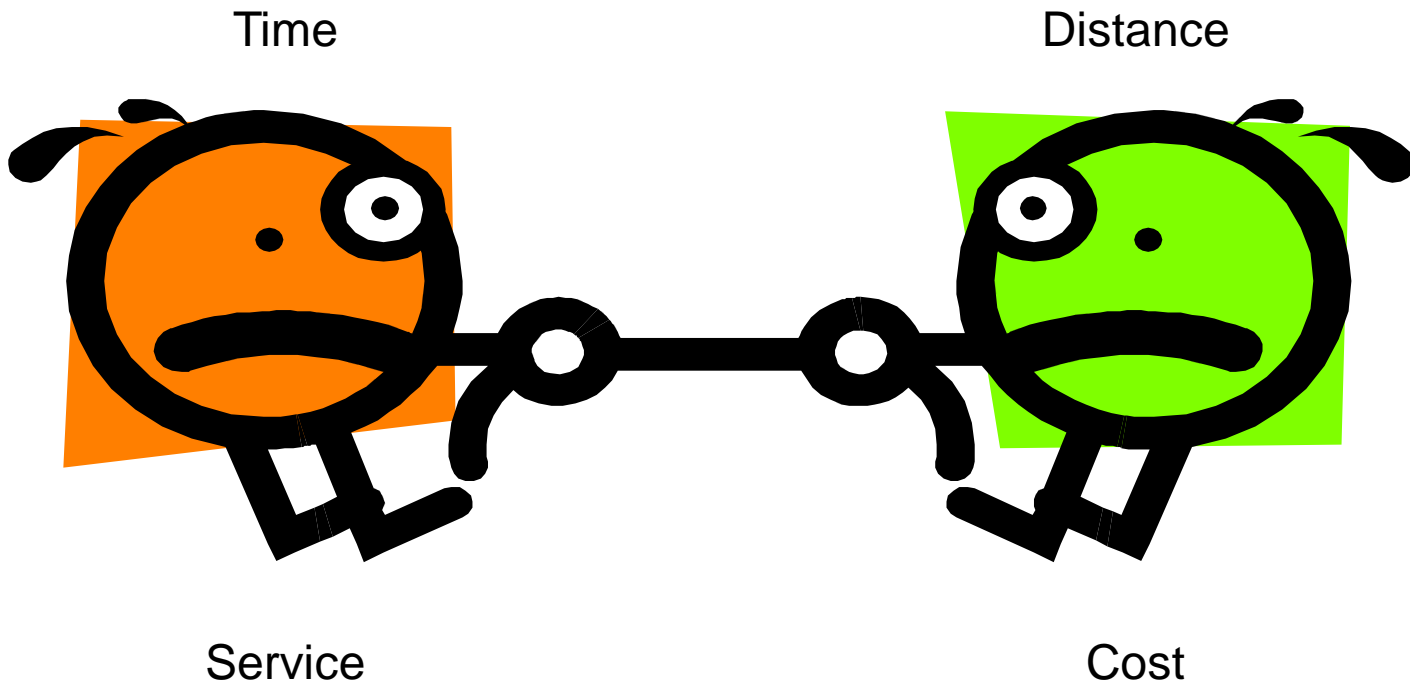
Efficiency

- Performing or functioning in the best possible manner with the least waste in resources

Effectiveness

- Having an intended or expected effect; the ability to deliver intended service

TORN AGAINST ITSELF



ORGANIZING TRANSPORTATION

	Level of Control	Infrastructure Requirements	Relative Costs
Direct service	High	High	High
Delegate agency	Moderate	Limited	Moderate
Contracted	Moderate	Limited	Moderate

MANAGING EFFICIENCY



POLICY-BASED OPTIONS

- Very complicated in Head Start operations
 - Goals are to fill the centers – recruiting focus
 - Transportation as a desired service
 - Regulatory framework is stronger
- Compliance monitoring expectations are very strong – 1310.10 (c)
 - Contract terms and conditions
- Managing ride length – 1310.20(b)(1)
- Stop locations - 1310.20(b)(5)
- Fleet replacement – funding constraints relative to cyclical purchases



OPERATIONS-BASED OPTIONS

- Routing software implementation
- Run/route redesign
- Organizational structure changes
- Fleet maintenance changes
- Insourcing or outsourcing
- Fuel and parts purchasing cooperatives

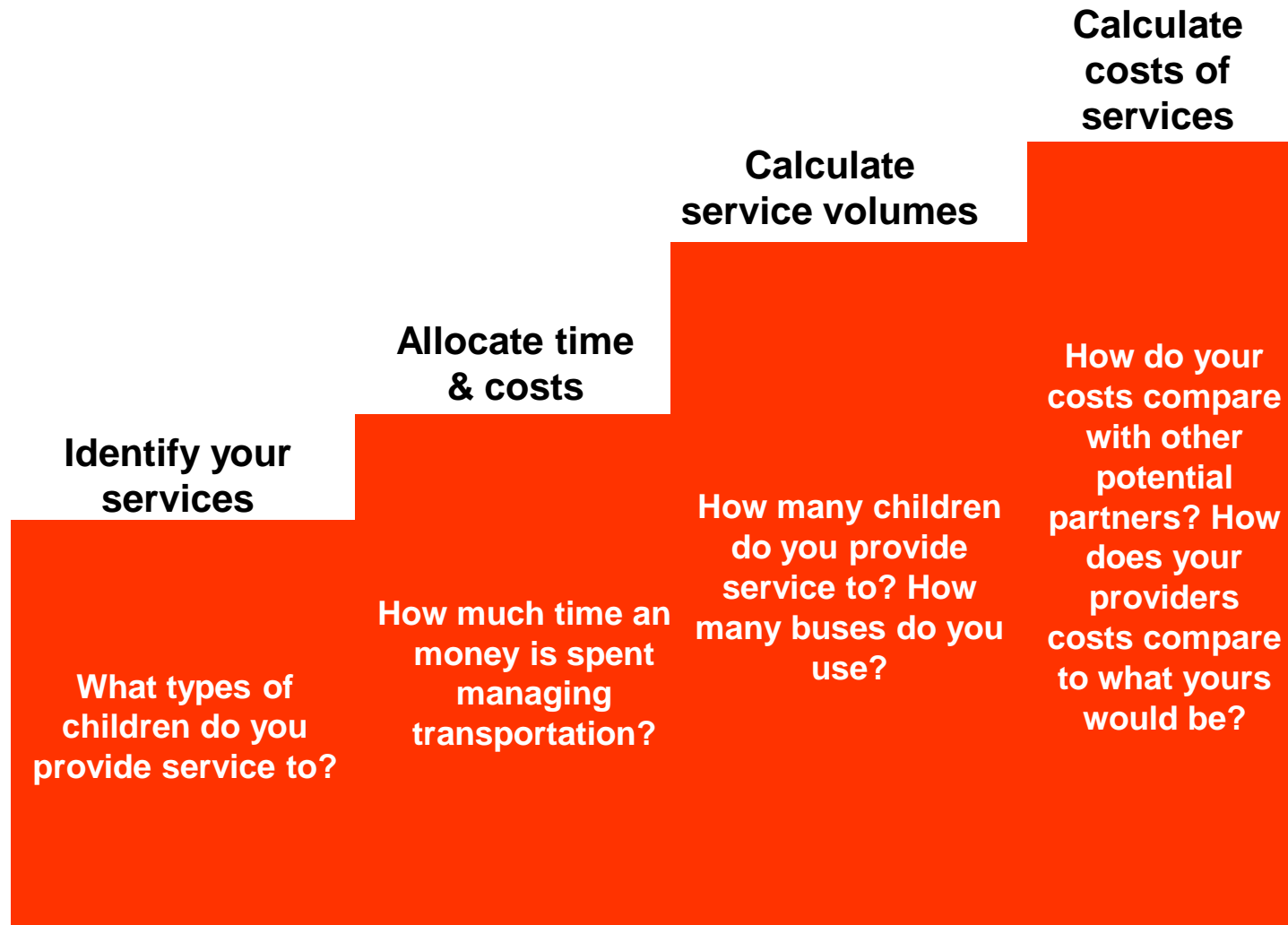


ACCOUNTING FOR TRANSPORTATION

- Where are costs captured?
- What costs are captured?
- When?
- Can they be extracted? Can they be aggregated and disaggregated?
- How do I capture how much service I am providing?



THE COSTING PROCESS



HOW CAN WE SUPPORT TRANSPORTATION?

- Organizational structure and roles and responsibilities
- Integrating student data management and bus management tools
- Fleet management cost tracking
- Contract management policies and practices



Who are the people who make up Transportation Services?

- Defining roles and responsibilities
 - Transportation Coordinator
 - Bus Driver
 - Bus Monitor
 - Maintenance
- Other Staff
- Parents



- What is required by regulations and legislation?
 - Drivers
 - Overview of 45 CFR 1310 and 1308
 - Classroom and behind-the-wheel instruction
 - First Aid
 - Routine Maintenance
 - Services for Children with Disabilities
 - State driver training requirements
 - Transportation Personnel
 - Local Policies, Procedures and State Laws



- What is required by regulations and legislation?
 - Bus Monitors
 - Overview of 45 CFR 1310
 - Child Boarding and Existing Procedures
 - Use of Child Restraint Systems (CRS)
 - Evacuation and response to emergencies
 - Child pick-up and release
 - Pre- and post trip vehicle check
 - Use of Special Equipment



- Other Areas of Training not mentioned in 1310
 - Professional Communication
 - Recordkeeping and Reporting
 - Responsibility for Children
 - Behavior Management
 - Ongoing Monitoring Procedures
 - Transportation Safety Checklist



What is involved in planning an effective transportation system?

- Needs Assessment
- Process for evaluating the costs of transportation
- Staffing plan
- Safety procedures
- Ongoing monitoring procedures
- Emergency Preparedness



Safety Procedures

- Operational Safety
 - Daily Inspection
 - Periodic Service
 - Safety Equipment
- Rules of Safe Driving
- Basic Rules of Conduct
- Route and Passenger Information



Integration of Transportation with other Head Start Services

Early Childhood Development

- Age Appropriate Activities – School Bus as an Extension to the Classroom

Health Services

- Understanding Children's Health

Disabilities Services

- Understanding IEPs

Family & Community Partnerships

Pedestrian Safety



Effective planning and training is the key to improving efficiency in Head Start Operations



THOUGHT TO LEAVE WITH YOU

What I hear, I forget.
What I see, I remember.
What I do, I understand.

~Confucius



THANK YOU FOR ATTENDING

To Reach Us

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