



Head Start Regional TTA Network

Preschool Transportation Corrective Action Plan (CAP)

Program Name: Independent School District #709 (Duluth Public Schools)		Grant #:05CH011591		Assignment Start and End Dates: 02/09/23 – 05/20/23			
Program Specialist: Glenda Williams-Jones		Grants Management Specialist:		Grantee Specialist: Tawny Hardyman		ECE Specialist: Kristi Smythe	
Compliance Date: HSPPS Citation: 1302.47(b)(5)(iv) Safety practices (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with 1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure: (5) Safety practices. All staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum: (iv) Only releasing children to an authorized adult.							
Citation #	System/Action Steps	Person Responsible	Time Frame	Resources/Budget	Monitoring Data Sources/Evidence	Progress Notes	Completion Date
1302.47	Inform Policy Council of incident	HS Director	Dec 8, 2022	PC Mtg			12/8/22
	Met with Transportation Mgr to review bus driver training	HS Director, ERSEAT	Dec 12, 2022				12/12/22
	Based on bus driver input will require vests to ride the bus to and from school in 23-24. Policy Council approved actions.	HS Director	March 16, 2023	PC Meeting			PC 3/2023
	Met with Grantee Specialist to strengthen transportation systems	HS Director, CFO, HS ERSEAT Mgr	March April May	Time, TTA	TTA Reports		03/07-03/08/23; 04/19-04/20/23;



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	HSD shared with paras the promising practice of reviewing procedures with substitute bus drivers	HS Director	April 7, 2023	Time	Paraprofessional Meeting Topic		4/7/23
	Informed Board and Policy Council of the Program Performance Summary Report, Deficiency, Unauthorized Release of Children	HS Director	April 6, 2023 by email	Monitoring report, Board, Policy Council	Board meeting minutes, Policy Council minutes		4/6/23
	Developed Bus Concern report to document communication between bus drivers/transportation dept. and Head Start, track data on concerns, and follow up on concerns	ERSEAT	April 28		Form sent via email and put in weekly newsletter for staff		4/28/23
	Developed Child Plus module regarding Bus Safety and Bus Concerns	ERSEAT	April 28		CP report		4/28/23
	Met with Transportation Director to discuss release of students to authorized adults	ERSEA, HS Director, Transportation Director	April 25, 2023				4/25/23
	Strengthened transportation policies to include steps to request identification to release children to authorized adults	HS Director, Transportation Director, ERSEA	May 3, 2023				5/3/23
	Slides created to train drivers and parents on new safety requirements	HS Director	May 3, 2023				5/3/23
	Shared Extension Letter, Procedure requiring parent IDs for picking up children, Parent training slides and Corrective Action Plan with Policy Council for approval	HS Director	May 4, 2023	Emergency Virtual PC Meeting	Policy Council Minutes for May 4		5/4/23



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	Staff Meeting to discuss Letter, Corrective Action Plan, New procedures for parents requiring IDs to pick up if unknown driver is dropping off child	HS Director	May 5, 2023	Virtual Staff Meeting	Attendance, Meeting Agenda		5/5/23
	Train bus drivers on updated transportation procedures requiring identification	ERSEA, Director	Sent to Transportation Directors on May 3, 2023				
	In person training of bus drivers	ERSEAT	Voyageur :Week of May 8 and May 15, 2023				
	Family Advocates make sure contact and release to information is up to date	Family Advocates, Teachers	May 4 -8 and ongoing				
	Report 1520 printed and grouped by bus route to bring to transportation companies	ERSEAT	May 9				
	Inform all parents that identification will be required to pick up children from the bus: text, email, recording	Director	May 5		Copy of message		
	Monitoring that bus drivers are following policies from both ISD 709 and Voyageur Bus Company		Week of May 15		Bus Monitoring Log		



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	Governing Board Approval of Transportation CAP	Director	May 18	School Board Meeting	School Board Minutes, Signed CAP		