



Early Childhood Division- Pre-K

Standard Operating Procedure

1. Area of Focus - TRANSPORTATION

2. Scope

Ensure safe and cost-effective transportation to and from school for Pre-K students

3. Prerequisites

NA

4. Responsibilities

Early Childhood Executive Director
Education Director
Head Start Director
Environmental Health & Safety Advisor

5. Procedure

- A. The M-SCS Early Childhood Pre-K program does not provide transportation, with the exception of field trips.
- B. Field trips are considered part of the instructional program and are not considered transportation for purposes of reporting of funding.
- C. A required bus evacuation drill is held within the first 45 days of the school year for every school based and center-based classrooms as part of Health and Safety regulations.
- D. M-SCS Early Childhood Division contactors may provide transportation as part of their agency supports, but these services are optional.

6. References

- Head Start Performance Standards Subpart F- Transportation 1303.70
- Shelby County Schools Board of Education Policy 3004 Student Transportation Services
- TN Department of Education Standards for School Administered Childcare Programs 0520-12-01-.03
- Voluntary Pre-K Scope of Services, G
- Bus Evacuation Plan

7. Definitions

- NA