



DAILY TRANSPORTATION - Public Transportation/School Buses

Remember – the child care center must be licensed for transportation services prior to arranging for or transporting the children in any type of vehicle including school bus, TARC, facility van, personal car, etc.

This is an agreement or contract of services between the child care center and a public transportation service or bus company or school bus.

This could include:

- **Buses operated by the local Board of Education that provide transportation for the child care program.**
- **A commercial busing company who transports children to and from private school.**
- **A privately owned transportation company the provides transportation for children.**

A written agreement/contract between the parties must be on file for review prior to the transportation of children.

Note: this does not include the transportation of children who may ride to and from school on a public school bus operated by the transportation department of your local Board of Education.

Written agreements/contracts of services must include:

- 1) Written agreement between the Transportation Company and the Licensee.
- 2) Written agreement between the Board of Education/Transportation Company and the parent/guardian for each child transported
- 3) Written permission from the parent/guardian for the Licensee to release the child to the Board of Education/Transportation Company for transportation home from school/care.

According to KRS Chapter 186 and 603 KAR 5:072, Bus Services (including school buses) are required by law to maintain:

- 1) Records regarding their vehicles, drivers and insurance
- 2) Have disaster plans/practice emergency procedures

The Licensee (child care center) must have a written plan that details the following:

- The type of transportation; i.e., buses provided by the Board of Education transport the children to and from school daily. Or, parents contract with “ _____ Motor Service” to provide transportation to and from school daily.
- The staff schedule; i.e., if staff will be riding the bus – you would have a staff schedule (If applicable.)
- Transportation schedule; i.e., what time do the buses arrive each morning and at what time do they leave for the conclusion of the day. Schools that operate am and pm programs would have more to write here than schools who only do one shift.
- Plan to assure staff perform duties; i.e., job descriptions for teachers. (Maybe set up as a checklist for each staff?) This could include duties of staff who accompany children to the bus stop and sign them in and out of care.
- Transportation route; i.e., do you have several buses or just one? A list of the children and the appropriate bus needs to be developed to assure they leave with the correct bus. For example: “The purple bus services downtown add all areas west of Broadway. Students who ride the purple bus include: _____, _____, _____.”

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