



TRANSPORTATION POLICIES FIELD TRIP ONLY (IN A FACILITY OWNED VEHICLE)

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.

SAFETY PROCEDURES FOR TRANSPORTATION OF CHILDREN

- 1) An individual who is driving with a child in the vehicle shall supervise no more than 4 children under 5 years of age. Staff to child ratios will be maintained at all times.
- 2) Each child shall have a seat, be belted or harnessed and remain seated while the vehicle is in motion. Staff must check each seat belt, booster seat or car seat to assure it is installed correctly and that the child is restrained appropriately.
- 3) A child shall not be left unattended on the vehicle or at the site of aftercare.
- 4) A child can not be picked up or delivered to a location that requires crossing the street or highway unless accompanied by an adult.
- 5) A vehicle transporting children will have the headlights on.
- 6) Guns, ammunition, alcohol or illegal substances, or hazardous materials shall not be transported in a vehicle transporting children.
- 7) A vehicle shall not be refueled while children are present in the vehicle.
- 8) If the driver is not in the driver's seat, the engine shall be turned off, keys removed and emergency brake shall be set.
- 9) Each vehicle must be equipped with a fire extinguisher, first aid supplies, emergency reflective triangles, a device to cut the restraint system.

PROCEDURE FOR LOADING AND UNLOADING SAFELY

- 1) To assure each child is loaded and unloaded safely - during fieldtrips, children will be loaded one class at a time. The teacher will check each child to assure children are seated in appropriate restraints (if required) and are secure. The teacher will sit near her children on the vehicle. The next class will be loaded, etc.
- 2) As the children are loaded, the staff in charge will record the time each child boarded the vehicle. Before departure, the staff in charge will call the roll.
- 3) Upon arrival, children will depart the vehicle one class at a time.
- 4) Upon arrival at the destination the staff in charge will record the time each child departs the vehicle. Once everyone is off the vehicle the staff in charge will call the roll and will check the vehicle to assure that no child has been left on board.
- 5) The same steps will be followed when the vehicle is boarded to return to the facility.
- 6) After the final roll call the staff in charge will sign the roster (roll sheet) verifying that the information on the form is accurate and that no child has been left on board the vehicle.

PROCEDURE FOR ENSURING ADEQUATE SUPERVISION

The director must develop a plan to assure adequate supervision is provided to each child.

- Assign a qualified staff to each group of children (they should each have a list of the children in their care).
- Encourage staff to conduct numerous “face counts” to assure everyone is accounted for throughout the day.
- Provide an adequate number of staff to assure that staff to child ratios are maintained throughout the field trip.
- Provide additional staff as needed to care for children with special needs or children that need one-on-one supervision.
- Staff should not allow children out of their sight; i.e., young children should not be sent into restrooms alone.
- Providing matching t-shirts, wrist bands or nametags is a great way to identify your group.
- Sometimes a walking rope or holding hands can be used to keep young children in a group.

Staff should have assigned duties; i.e., one staff carries the first aid kit with medications, who is in charge of caring for lunch boxes, who will carry the money or payments, who is responsible for calling the roll, who has the identification information for each child, etc. Staff should be instructed on the procedure to follow if a child becomes ill or “lost.”

WRITTEN RECORDS

- 1) Have a written plan that details the following:
 - The type of transportation; i.e., the facility van is used to transport three and four-year- old children and school age children on fieldtrips.
 - The staff schedule; i.e., who is scheduled to drive, monitor, what staff will be attending.
 - Transportation schedule; i.e., what time is the van departing the facility and expected to return
 - Plan to assure staff perform duties; i.e., job descriptions for Van Driver, Van Monitor, Teachers
 - Transportation route; i.e., what is the address of the destination? What are the directions to this location?
 - A pre-arranged plan for all children who will ride the van to and from the fieldtrip. If a parent wants to take their child home from the fieldtrip in their personal vehicle – they must sign their child out on the master roll sheet before leaving.
 - A pre-trip inspection for fieldtrips on the following: tires, lights, signals, mirrors, gauges, wiper blades, safety restraints, fuel and free of debris. This is best recorded in a chart form where the staff assigned to this duty can check each box, record the date and put their signature verifying the information is correct.
 - A transportation roster that includes the first and last name of each child, the time each child gets on and off the van and be completed by a staff member other than the driver and be kept for five years.
 - A policy stating staff who transport the children will practice emergency procedures monthly. Include verification (dates and times) that the procedures were practiced by these staff and the plan for evacuating the vehicle. (Again, perhaps a chart like you would use for your fire drills, recording the name of each staff along with the date and time of the drill.)

2) Records to keep in the van:

- Copy of van driver's current valid driver's license (must be 21 years old) and not had an accident which resulted in a death or had their license suspended or revoked during the past 5 years.
- Copy of the driver's history report.
- Copy of the full coverage insurance for the vehicle
- Copy of the completed background check through NBCP for the driver
- Copy of CPR and First aid for the driver and/or the van monitor
- Copy of the annual inspection conducted by the Kentucky State Police
- Copy of all written records described in section above.
- A copy of each child's personal information; i.e., name, address, phone #, and list of people who can sign each child out of care. (This is important and often overlooked.)

Revised 8-3-18