



## **TRANSPORTATION POLICIES - THIRD PARTY – FIELD TRIPS ONLY**

*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.*

**Third Party is an agreement or contract of services between the child care center and a commercial transportation service. This could include buses operated by the local Board of Education that provide transportation for the child care program. A written agreement/contract between the two parties must be on file for review prior to the transportation of children.**

### **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 the age of 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.
- 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. For example:

- 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 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 third party bus is used to transport three year olds, four year olds and school age children on fieldtrips.
  - The staff schedule; i.e., what staff will be attending.
  - Transportation schedule; i.e., what time is the bus departing the facility and expected to return
  - Plan to assure staff perform duties; i.e., job descriptions for Teachers. (Maybe set up as a checklist for each staff?)
  - Transportation route; i.e., what is the address of the destination?
  - A pre-arranged plan; i.e., all children will ride the bus 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 transportation roster that includes the first and last name of each child, the time each child gets on and off the vehicle and be completed by a staff member other than the driver and be kept for five years.
  - The contract or agreement between the child care center and the 3<sup>rd</sup> party carrier. This may be a yearly agreement or an agreement for each trip away from the facility.
- 2) Records to keep with you on the fieldtrip:
  - Copy of all written records described in section above.
  - A copy of each child’s personal information; i.e., name, address, phone #, medical conditions and list of people who can sign each child out of care. (This is important and often overlooked.)