



## Child Care Aware – Tip Sheet for Adding Transportation Services

### Option #1: USING A 3<sup>RD</sup> PARTY SERVICE (BUS COMPANY, SCHOOL BOARD, TARC)

Scan or fax the following to: [chfsoigrccportal@ky.gov](mailto:chfsoigrccportal@ky.gov) or (502) 564-9350 is the fax. If you fax please call (502) 564-7962 to confirm receipt.

\_\_\_\_\_ Written request to add transportation services must include license number and contain the authorized signature/ licensee

\_\_\_\_\_ A third party agreement; i.e., copy of a contract, agreement, document with a 3<sup>rd</sup> party carrier. Be sure this document contains the name of the center and the name of the transportation company.

\_\_\_\_\_ Provide a copy of your written policies and procedures for transportation of children, including:

- A written plan for transportation; i.e., "I plan to use Mundo Transportation to transport children to and from fieldtrips."
- A plan for loading and unloading the children safely
- A plan for providing adequate supervision of the children while they are being transported
- An emergency plan to be followed as needed; includes monthly drills
- Job descriptions or staff duties for anyone who will accompany the children
- An example of a field trip permission slip

## **Option #2: TRANSPORTATION IN A FACILITY OWNED VEHICLE**

Step #1: Fax or scan the following documents to:

[chfsoigrccportal@ky.gov](mailto:chfsoigrccportal@ky.gov) or fax to (502) 564-9350. If you fax, please call to assure receipt (502) 564-7962. Once the written request and required documents are received, a surveyor will contact you to schedule a time to see the vehicle. During the surveyor's inspection of the vehicle you must have all required documentation on file for review and the van must be fully equipped with emergency supplies.

- Written request to add transportation services to your child care license. Be sure to state if you own your own vehicle, as well as the make, model and year. This must include your license # as well as the signature of the authorized person/licensee.
- For 12+ passenger vans - vehicle Inspection Report from Department of Transportation by the Kentucky State Police (conducted at most weigh stations).
- Full Coverage Insurance (be sure this insurance is for the vehicle you are using to transport)
- A written plan for transportation; i.e., "I plan to transport children to and from home, to and from school, to and from fieldtrips."
- A plan for loading and unloading the children safely
- A plan for providing adequate supervision of the children while they are being transported
- An emergency plan to be followed as needed; includes monthly drills
- Job descriptions or staff duties for anyone who will accompany the children
- An example field trip form

Step #2: The surveyor's visit will include an inspection of the vehicle and review of required policies, procedures and paperwork.

The vehicle must be in good working condition with a complete First Aid Kit, reflective triangles, fire extinguisher, seat-belt cutter.

Paperwork to be maintained on the van in a binder or folder for review:

The current registration, full coverage insurance and vehicle inspection from the Dept of Transportation/KSP (if applicable)

Driver's credentials including: driver history report, valid driver's license, TB Skin Test, Background Checks completed through NBCP, and out of state background check, if applicable. (If the driver will be alone, he/she will need to be a fully qualified staff including CPR/First Aid, verification of education, training hours.)

Monitor's credentials include: CPR/First Aid, TB Skin Test, verification of education, training hours, Background Checks completed through NBCP and out of state background check if applicable.

Policies and procedures must be in writing and presented to the surveyor for review:

- A written plan for transportation; i.e., "I plan to transport children to and from home, to and from school, to and from fieldtrips."
- A plan for loading and unloading the children safely
- A plan for providing adequate supervision of the children while they are being transported
- An emergency plan to be followed as needed; includes monthly drills
- Job descriptions or staff duties for anyone who will accompany the children
- A system to identify the staff schedule; transportation schedule; route
- A system to record the time the children board and depart the vehicle
- A daily inspection of the vehicle
- A system to maintain personal information for each child transported including but not limited to: parent's contact information, pick up list, emergency contacts, preferred hospital, physician's name and number.

**Revised 8-2-18**