



TRANSPORTATION POLICIES DAILY TRANSPORTATION (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 properly and each child is secured appropriately.
- 3) A child shall not be left unattended on the vehicle or at the site of aftercare.
- 4) A child cannot 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

To ensure each child is loaded and unloaded safely during transportation to and from home a recommended process would include: the van driver or monitor (staff) will phone the parent upon arrival at the home. The parent will bring the child to the van, put the child in the appropriate car seat or seat, secure the restraint. The monitor or van driver will check the restraint to assure the child is secure and document the time the child was loaded onto the van. When the van arrives at the facility the monitor or van driver will document the arrival time, unload the children and escort them into the building. Another staff will return to the van and check to see every child was unloaded, then sign the form verifying the information recorded by the van staff on the roll sheet is correct. Remember – once in the child care center you must sign the children into care.

During transportation at the end of the day, the children must be signed out of care as they leave the child care center. The van driver or monitor will load all children, check to see they are properly restrained, document the time each child was

loaded. Upon arrival at each child's home the van staff phone the parent who comes to the van and unloads their child. The van staff document the time the child departed the vehicle. Upon arrival back at the facility a staff member boards the van to check that no one is left on the van and signs the form verifying that the information was accurate.

Helpful Hints: Once children are unloaded and enter the child care facility, an authorized staff must record the arrival time on the official daily attendance record at the facility. When children leave the facility each day to be transported to their home or to school (for school age children), an authorized staff must document the departure time when the children left the child care facility to board the van.

Helpful Hint #2: At the end of each week, the van staff should bring the CCAP daily sign in and out attendance record with them so parents can sign the CCAP attendance form verifying information was recorded correctly at the child care facility.

PROCEDURE FOR ENSURING ADEQUATE SUPERVISION

Staff who are assigned to provide transportation (van drivers and van monitors) should have job descriptions that include the following assigned duties; i.e., who will check to assure each child is restrained properly, who will provide supervision while the van is moving; who will care for a fussy baby or upset toddler, who will record the time each child boards and departs the van, who will check to assure all children have departed the van, who will escort the children into the building and sign them in for care, who conducts the daily inspection of the van.

During transportation to and from the home, the director must assure that adequate staff are present on the van to supervise and provide care to the children during each trip. Trips should be kept short so children do not have to spend excessive time in restraints. A plan should be in place in case a sole driver needs assistance when driving alone with children.

WRITTEN RECORDS

- 1) Have a written plan that details the following:
 - The type of transportation; i.e., to and from home, fieldtrips only, etc.
 - The staff schedule; i.e., who is scheduled to drive, monitor, etc. and at what time.
 - Transportation schedule; i.e., what time is the morning van run, mid-day runs or evening runs?
 - Plan to assure staff perform duties; i.e., job descriptions for Van Driver, Van Monitor, Teachers
 - Transportation route; i.e., for Run #1 leaving facility at 6:10 a.m. a list of each address in the order that the driver will use. Perhaps putting the addresses in Mapquest and printing out the directions to each child's home would be an idea? Or, see attached roster which includes a route and schedule on the form.
 - A pre-arranged written plan shall be completed to designate where the child can be picked up if the parent or designee is unavailable; i.e., if no one is home to receive the child will the child be returned to the facility or will the driver try again later in the route?
 - A daily inspection of the vehicle 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) 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), never have caused an accident which resulted in the death of a person or had their license suspended or revoked in the past 5 years.
- A driver's history report through the state transportation agency that issued the driver's license.
- Copy of the full coverage insurance for the vehicle
- Copy of the completed NBCP background check 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 Transportation Cabinet
- 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 receive the child (your pick up list) so your driver knows who they may leave the child with. (This is important and often overlooked.)

Reference

922 KAR 2:120 Section 12. Transportation.

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