

Transportation Policy

297. The vehicle and operator of a vehicle used to transport children are in compliance with all applicable Federal, State and local laws.
- A. The driver shall not transport more persons, including children and adults, than the capacity of the vehicle.
 - B. A vehicle with a rated capacity, as defined by the manufacturer, to carry more than ten (10) passengers in addition to the driver and was newly purchased or newly leased after July 1, 1998 shall meet State and Federal specifications and safety standards applicable to school buses.
298. The Center shall ensure that each child is secured in an individual safety restraint system appropriate to the age, weight and height of the child at all times while the vehicle, other than a school bus, is in motion. All safety restraints shall be federally approved and so labeled according to the current applicable Federal Motor Vehicle Safety Standard. Child safety restraints shall be installed and used in accordance with the manufacturer's and vehicle's instruction and maintained in a safe working condition and free of any recall.
- A. A child **preschool age or younger** shall only be transported on a school bus that is **properly equipped for child safety restraints unless written permission is received from the parent(s)/guardian(s) of that child allowing the child to be transported on a school bus unrestrained.** Child safety restraints on school buses for children preschool age or younger are not currently required by State Law, the National Highway Traffic Administration recommends that children in this age group always be transported in school buses properly equipped for child safety restraints.
299. **Children will be transported for field trips. Buses will be provided by a transportation company. In rare instances a small group of children may be transported in an automobile. Transportation to and from public school may occur when necessary and approved by the parent or guardian.**
- Drivers shall have a valid driver's license and a safe driving record; and A driver shall not operate a vehicle if physical conditions exist that would impair the ability to drive.**
300. **Parents/guardians must provide written permission for any transportation provided by the Center.** This permission shall specify any special need or problem of a child which might require special attention during transportation. The operator or attendant of the vehicle shall be given a copy of this information with directions on handling any special need or problem. This permission shall also identify who is operating each vehicle.
301. A licensee shall ensure that any operator of a vehicle transporting children for a Center is at least twenty-one (21) years of age.
- A. The operator shall have a valid driver's license that authorizes the driver to operate the vehicle being driven.
302. A licensee shall ensure that an operable phone and first aid kit are in all vehicles transporting children.
303. A licensee shall ensure that all doors on vehicles are locked whenever the vehicle is in motion.

- 304. A licensee shall ensure that children are never left unattended in a vehicle used by the Center to transport children.
- 305. A licensee shall not transport children in the open back of a truck.
- 306. A licensee shall ensure that children are loaded and unloaded at the curbside of the vehicle or in a protected parking area or driveway.
- 307. A licensee shall ensure that a vehicle used to transport children has an operable heater capable of maintaining a temperature of at least fifty (50) degrees F. in the vehicle.
- 308. A licensee shall ensure that a vehicle is air-conditioned when the vehicle’s interior temperature exceeds eighty-five (85) degrees F. and providing fresh air through open windows cannot reduce the temperature.
- 309. A licensee shall ensure that each vehicle used to transport children is equipped with an operable dry chemical fire extinguisher approved by the Underwriter’s Laboratory.

FIELD TRIPS

- 310. A licensee shall provide staff or adult supervision of children during trips off the Center's premises to ensure safety.
 - A. Parents/guardians volunteering to accompany the children shall be allowed to count toward the staff/child ratios for field trip or routine program outing purposes only if not accompanied by other children of any age who are not enrolled at the Center.
 - B. Volunteering parents/guardians shall be supervised by a staff member who is at least an Early Childhood Assistant Teacher, Early Childhood Caregiver or School-Age Site Assistant at all times and not be alone with the children at any time including the transportation of children.
- 311. A licensee shall ensure that during routine program outings that do not require the use of vehicles and are in close proximity to the Center, a licensee maintains staff/child ratios in accordance with Rule #185 with a minimum of two (2) staff members present at all times.
- 312. A licensee shall ensure that during field trips that require the use of vehicles, the staff/child ratios are according to the table below:

Age of Youngest Child in Group	Maximum Number of Children to be Supervised by at least one(1) Early Childhood Assistant Teacher, Early Childhood Caregiver
Less than 2 years	2
2 years through 4 years	4
5 years and older	8

- A. Staff shall have a list of the children present and check the roll frequently to ensure all children are accounted for at all times.
- B. Staff shall have **access to** medical consent forms and emergency contact information for all children.
- C. Staff shall have a traveling first aid kit available which includes:
 - a) Disposable nonporous gloves;
 - b) Scissors;
 - c) Tweezers

- d) A non-glass thermometer to measure a child's temperature;
- e) Bandage tape;
- f) Sterile gauze pads;
- g) Flexible roller gauze;
- h) Triangular bandages;
- i) Safety pins;
- j) Eye dressing;
- k) Pen/pencil and note pad;
- l) Instant cold pack;
- m) Current American Academy of Pediatrics (AAP) standard first aid chart or equivalent first aid guide;
- n) CPR Barrier device;
- o) Small plastic or metal splints; and
- p) Non-medicated adhesive strip bandages, plastic bags for cloths, gauze, and other materials used in handling blood.

In addition the field trip first aid kit will contain:

- a) Water;
- b) Liquid soap;
- c) Any emergency medications needed for a child with special needs; and
- d) List of emergency phone numbers, parents'/guardians' home and work phone numbers, and the Poison Control Center phone number.D.

- D. Children shall have tags or other means of providing the Center's telephone number.
- E. Staff shall have a plan for transportation of children in the event of an emergency.
- F. Staff shall document that a roll check was conducted both before departing from the field trip site and again when returning to the Center.

- 313. A licensee shall ensure that staff and/or volunteering parents/guardians comply with **Transportation** Rules #297-309 when transporting children on field trips.

Field Trip and Transportation Checklist

In a medical emergency reasonable care should be taken and items on this checklist considered. This checklist should not be used where it would cause any delay in transporting a child in the event of a medical emergency.

Initial _____ Date: _____ Field trip location _____

_____ Safety restraints are used unless transportation is on a school bus.

_____ Preschoolers will not be transported on a school bus without safety restraints unless written permission is obtained from the parent or guardian.

_____ Written permission is obtained for ALL students in order to go on the field trip or to be transported.

_____ The written permission also includes any special needs of a child and actions to be taken if necessary. This information will taken on the field trip.

_____ Any special medications such as EpiPens and inhalers will be taken on the field trip.

_____ The vehicle operator is at least 21 years old and has a valid driver’s license appropriate for the class of vehicle being driven. The operator’s physical condition does not impair the ability to drive the vehicle.

_____ An operable phone and first aid kit is in the vehicle. The first aid kit will include the items specified in the center’s Transportation Policy.

_____ If applicable, all vehicle doors will be locked when in motion.

_____ The vehicle temperature will be maintained between 50 and 85 degrees F.

_____ A properly charged and UL approved fire extinguisher is available in the vehicle.

_____ A list of all children present is on the vehicle and roll call is frequently taken to ensure all children are accounted for.

_____ Staff and volunteer to student ratios are in accordance with the transportation policy (8 to 1 for children 5 years and older).

_____ Children have tags, t-shirts or some other means of providing the center’s phone number.

Signature _____ A roll call is taken prior to leaving the center.

Signature _____ A roll call is taken prior to returning to the center.

Save this document and return it to the office. This document is to be filed.