

# TRANSPORTATION POLICY

## Reason this policy is important:

The safety of children and staff must be provided in all activities of child care programs. Proper restraint systems and the correct use of them are critically important during travel to/from the child care program as well as a part of the activities of the setting.

## Procedure and Practices, including responsible person(s):

- A Consent for Child Care Program Activities form will be filled out for each child being transported.
- Smoking is prohibited in vehicles used to transport children.
- Children will be transported properly in a seat belt, car seat, or booster seat according to current Indiana regulations. Parents may be required to supply a booster or car seat as needed for their child if field trips involving use of transportation are a part of the program. Staff will be sure that car seats, booster seats and seat belts are used properly and each child is properly secured before setting the vehicle in motion. Staff will assist with releasing children from their transportation safety restraints, when needed. All adults in the vehicle will use proper restraining devices according to the vehicle manufacturer's recommendations.
- The number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle.
- Children will be prohibited from eating, drinking, standing, or other dangerous or distractive activities during transportation.
- Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to insure safety.
- All children will be accounted for before leaving the facility and again before returning.
- Children with special needs will have their transportation plans addressed in the Special Care Plan. A staff member who is familiar with the child's special needs will accompany the child during transportation.
- All travel routes will be planned in advance.

## Vehicle Requirements

- Only insured, licensed, well-maintained vehicles will be used to transport children. 18 passenger vans are not permitted.
- A back up vehicle will be available if needed and can be dispatched immediately in case of an emergency.
- A first aid kit and list of emergency contacts for all children and adults will be in the vehicle during transportation of children.
- A cell phone will be available in case of emergency.

## Driver Qualifications

- Drivers will be legally-licensed and shall not be under the influence of any chemical substance that may alter their ability to drive safely.
- Drivers will meet staff qualifications including a criminal history check.
- Drivers will be first aid and CPR certified if another staff member present is not.
- Drivers will obey all traffic regulations.
- The driver shall not be included in the child: staff ratio. Drivers must not be distracted from safe driving practices by being simultaneously responsible for the supervision of children.
- The driver will be familiar with the planned route ahead of time.
- Drivers will have evidence of a safe driving record for the previous 5 years.
- To prevent distractions the driver is not permitted to talk on a cell phone or play loud music.

\_\_\_\_\_ (staff title/name) is responsible for collecting background checks, driving histories and updating this information yearly for those who are transporting children.

\_\_\_\_\_ (staff title/name) is responsible for ensuring the safety of the vehicle and proof of insurance for the vehicle.

## When the policy applies:

This policy is in force anytime children are transported by the child care program. Staff will adhere to the policy guidelines even if no children are present when using a vehicle owned by the child care facility.

**Communication plan for staff and parents:**

- \_\_\_\_\_ will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by \_\_\_\_\_ with the parents. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located \_\_\_\_\_.
- Parents may receive a copy of the policy at anytime upon request. A summary of this policy will be included in the parent handbook.
- Parents and staff will receive written notification of any updates.
- Parents will sign a Consent for Child Care Program Activities form for all outings where transportation is required.

**References:**

- Indiana Bureau of Motor Vehicles: [www.in.gov/bmv](http://www.in.gov/bmv) or 317-233-6000
- National Highway Traffic Safety Administration: [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov) or 888-327-4236
- *Caring for Our Children* – <http://nrc.uchsc.edu>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>

**Reviewed by:** \_\_\_\_\_ Director/Owner  
\_\_\_\_\_ Health Professional (physician, nurse, health department, EMS, Health consultant)  
\_\_\_\_\_ Staff member  
\_\_\_\_\_ Other (parent, advisory committee, police, CPS)

**Effective Date and Review Date:**

This policy is effective \_\_\_\_/\_\_\_\_/\_\_\_\_ and will be reviewed annually by \_\_\_\_/\_\_\_\_/\_\_\_\_ or sooner if needed. Parents and staff will be notified of any upcoming policy review.

\*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000