

FACILITY VEHICLE REQUIREMENTS

POLICY: All transportation of children by childcare center personnel will be done as safely as possible.

PURPOSE: To assure the children are safe when being transported.
To comply with state laws.

PROCEDURE:

1. The vehicle used by the childcare center will be licensed and registered with the Department of Motor Vehicles and be insured according to state law. Licensing requires that "vehicles transporting children must be in safe operating condition and be equipped with safety seats or seat belts".
2. The vehicle will be equipped with a first-aid kit and emergency information for all children being transported, including the following information available in the vehicle in case the driver is unable to respond to EMS rescue workers:
 - Name, address, all emergency contact phone numbers
 - Polaroid picture of child, labeled with name
 - Medical insurance information
 - Any allergies and/or medications required by child
3. The vehicle will have a working heater and air conditioner to provide comfort for children during transportation.
4. The vehicle will have a two-way radio or car phone so the provider can call for assistance in case of breakdown or emergencies.
5. A back-up vehicle will be available at _____ and can be dispatched immediately in case of an emergency.
6. The following policy statements will be posted prominently and enforced in each vehicle: "No Smoking", "No Loud Radios or Tapes," and "Buckle Up."
7. The vehicle(s) will be inspected weekly to be sure they are kept clean and safe (interior and exterior). A template is provided in section I-5.
8. The vehicle will be equipped with a notebook containing a weekly safety checklist with corrections made; injury report forms; a trip sheet to record destination, mileage, times of departure and return; and a list of passengers.