

ROUTE PLANNING AND TRIP SAFETY

POLICY: Transportation of children will be done as safely as possible, in accordance with state law. All children will be accounted for, so no child is left behind at the destination, nor in the vehicle.

PURPOSE: To assure the children are safe when being transported.

PROCEDURE:

1. All child transportation routes will be mapped out in advance. This information will be provided to drivers and parents/legal guardians.
2. Adequate, active vehicle insurance coverage will be confirmed and maintained.
3. Parents/legal guardians will sign a consent form for each child before each trip.
4. Children will be kept entertained during travel through the use of toys, songs, or conversation while traveling, if awake.
5. All children will be identified with a name tag/label that gives the center's name and phone number.
6. Younger children will be kept together through use of a travel rope.
7. Groups will be escorted by a designated adult at the front and back of the lines.
8. Staff will explain rules of the road (e.g. never distract the driver, etc.) and provide a positive example by also obeying these rules.
9. A first aid kit, emergency contact information, and emergency transportation authorization for the children in the group will be taken on all trips.
10. No child will be transported for more than an hour, one way, on a daily basis.
11. Per state law and licensing requirements, children under 6 years old must NEVER be left alone in a car/vehicle, even if they've fallen asleep.
12. All children will be accounted for before the vehicle leaves the facility, after it is loaded, before returning from the trip destination, and after each time that children have exited the vehicle.