



# TRANSPORTATION SERVICES CHECKLIST

Center: \_\_\_\_\_ Completed by: \_\_\_\_\_ Bus number: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Transportation Services Checklist</b>
<b>Facilities, Materials, Equipment, and Transportation</b>

Meets Standard

Yes No

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Each vehicle used in providing transportation services has:<br><input type="checkbox"/> a communication system to call for assistance;<br><input type="checkbox"/> emergency safety equipment, including a charged fire extinguisher properly mounted near the driver's seat and a sign indicating its location;<br><input type="checkbox"/> a first aid kit and a sign indicating its location; and<br><input type="checkbox"/> a seat belt cutter and a sign indicating its location. [1310.10(d)(1-4)] |
| _____ | _____ | 2. <input type="checkbox"/> Baggage and other items transported in the passenger compartment are properly stored and secured, aisles remain clear, and doors and emergency exits are unobstructed at all times. [1310.15(b)]   |
| _____ | _____ | 3. <input type="checkbox"/> When possible, stops do not require children to cross street or highway when boarding or exiting the vehicle. [1310.20(b)(5)]  |
| _____ | _____ | 4. <input type="checkbox"/> If children must cross street before boarding or after leaving the vehicle, the children are escorted across the street by the bus monitor or another adult. [1310.20(b)(6)]   |
| _____ | _____ | 5. <input type="checkbox"/> The number of occupants in the vehicle does not exceed maximum passenger capacity at any time. [1310.20(b)(2)]   |
| _____ | _____ | 6. <input type="checkbox"/> All vehicle occupants (except for the bus monitors who are assisting children) are seated in height appropriate restraint systems while the vehicle is in motion unless a waiver has been granted. (1310.15(a), 1310.15(d))  |
| _____ | _____ | 7. Children are only released to a parent, legal guardian, or other individual as designated in writing by the parent or legal guardian. The agency maintains lists of the persons, including alternates in case of emergency, and up-to-date child rosters are maintained at all times to ensure that no child is left behind, either at the classroom or on the vehicle at the end of the route. [1310.10(g)]  |

## Early Childhood Development and Health Services

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 8. Children receive developmentally appropriate safety training within 30 of the start of the program year on:<br><input type="checkbox"/> safe riding practices;<br><input type="checkbox"/> safety procedures for boarding and leaving the vehicle;<br><input type="checkbox"/> safety procedures in crossing the streets to and from the vehicle at stops;<br><input type="checkbox"/> recognition of danger zones around the vehicle; and<br><input type="checkbox"/> emergency evacuation procedures, including participation in an emergency evacuation drill conducted on the vehicle the child will be riding. [1310.21(a), 1310.21(b)(1)-(5)] |
| _____ | _____ | 9. At least two bus evacuation drills in addition to the one required to be  |

provided within the first thirty days of service have been conducted during each program year. [1310.21(b)(5), 1310.21(d)].

\_\_\_ \_\_\_ 10. ☞ Up-to-date family contact information and authorization for emergency care for each child is readily available. [1304.22(a)(2), 1304.51(g)].

\_\_\_ \_\_\_ 11. Appropriate staff is informed of any health or safety accommodations or adaptations needed for children in accordance with the program's confidentiality policy. [1304.22(b)(31)].

\_\_\_ \_\_\_ 12. The agency must establish, maintain, and implement written procedures regarding the administration, handling, storage of medication for every child. [1304.22 (c)]

\_\_\_ \_\_\_ 13. ☞ Bus drivers and monitors encourage self-control by using positive methods of child guidance by setting clear, consistent limits. [1304.21(a)(3)(i)(C), 1304.52(h)(1)(iv)]

\_\_\_ \_\_\_ 14. ☞ Routines and transitions occur in a timely, predictable, and unrushed manner according to each child's needs. [1304.21(a)(3)(ii)]

### Family and Community Partnerships

\_\_\_ \_\_\_ 15. ☞ Effective two-way communication between staff and parent is facilitated on a regular basis throughout the program year. [1304.51(c)(1)]

\_\_\_ \_\_\_ 16. ☞ Interactions with families are respectful. [1304.40(a)(5)]

\_\_\_ \_\_\_ 17. ☞ Communication with parents is conducted in the parents' primary or preferred language or through an interpreter to the extent feasible. [1304.40(a)(5)]

\_\_\_ \_\_\_ 18. Parents receive safety training within 30 days of the start of the program year that:

- emphasizes the importance of escorting their children to the vehicle stop and reinforcing the vehicle safety training.
- complements the training provided to their children so that safety practices can be reinforced both in the program and at home by the parent.

[1310.21(a)(c)]

### Program Design and Management

\_\_\_ \_\_\_ 19. ☞ At least one bus monitor is on board at all times unless a waiver has been granted. [1310.15(c)]

\_\_\_ \_\_\_ 20. Each bus monitor has been trained prior to duty on:

- child boarding and exiting procedures;
- use of child restraint systems;
- any required paperwork;
- responses to emergencies;
- emergency evacuation procedures;
- use of special equipment;
- child pick-up and release procedures;
- pre- and post-trip vehicle check. [1310.17(f)(2)]