

Annual Transportation Safety Checklist (Non-School Districts and Child Care Centers)

Purpose

To ensure that transportation systems are in place so that every driver, vehicle, and passenger in a non-school district or child care center is safe.

Procedure

The Center Director, or a person designated by the Center Director, must complete for each site **annually, prior to the first day of class (Part Year) or prior to September 15th (Full Year, Family Child Care).**

Any items marked “Not Yet” will need to be resolved before transporting children, including timeline for completion.

Center/Site _____

Center Director _____ Date Completed _____

Criteria	Yes	Not Yet	Resolution
Qualifications for Drivers			
In addition to meeting the general staff background check standards, any driver or transportation staff member who transports children for any purpose has:			
a) A valid driver's license that authorizes the driver to operate the type of vehicle being driven.	<input type="checkbox"/>	<input type="checkbox"/>	
b) A safe driving record for more than 5 years, with no crashes where a citation was issued, as evidenced by the state Department of Motor Vehicles records.	<input type="checkbox"/>	<input type="checkbox"/>	
c) No use of alcohol, drugs, or any substance that could impair abilities before or while driving.	<input type="checkbox"/>	<input type="checkbox"/>	
d) No tobacco use while driving.	<input type="checkbox"/>	<input type="checkbox"/>	
e) No medical condition that would compromise driving, supervision, or evacuation capability.	<input type="checkbox"/>	<input type="checkbox"/>	
f) Valid pediatric CPR and first aid certificate if transporting children alone.	<input type="checkbox"/>	<input type="checkbox"/>	
Each driver has the following on file in the facility:			
a) Driver's license number and date of expiration	<input type="checkbox"/>	<input type="checkbox"/>	
b) Vehicle insurance information to match class of vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
c) Verification of current state vehicle inspection	<input type="checkbox"/>	<input type="checkbox"/>	
Passenger Vans			
Early care and education programs that provide transportation for any purpose to children, parents/guardians, staff, and others do not use 15-passenger vans if at all possible.	<input type="checkbox"/>	<input type="checkbox"/>	

Annual Transportation Safety Checklist (Non-School Districts and Child Care Centers)

Criteria	Yes	Not Yet	Resolution
Child Passenger Safety			
When children are driven in a motor vehicle other than a bus, all children should be transported only if:			
a) Children are restrained in a developmentally appropriate car safety seat, booster seat, seat belt, or harness that is suited to the child's weight and age in accordance with state and federal laws and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	
b) Children are securely fastened, according to the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	
c) The child passenger restraint system meets the federal motor vehicle safety standards contained in 49 CFR 571.213 and carry notice of compliance.	<input type="checkbox"/>	<input type="checkbox"/>	
d) Child passenger restraint systems are installed and used in accordance with the manufacturer's instructions and should be secured in back seats only.	<input type="checkbox"/>	<input type="checkbox"/>	
Car safety seats are replaced if they have been recalled, are past the manufacturer's "date of use" expiration date or have been involved in a crash that meets the U.S. Department of Transportation crash severity criteria or the manufacturer's criteria for replacement of seats after a crash.	<input type="checkbox"/>	<input type="checkbox"/>	
If the program uses a vehicle that meets the definition of a school bus and the school bus has safety restraints, the following applies:			
a) The school bus accommodates the placement of wheelchairs with four tie-downs affixed according to the manufactures' instructions in a forward-facing direction.	<input type="checkbox"/>	<input type="checkbox"/>	
b) The wheelchair occupant is secured by a three-point tie restraint during transport.	<input type="checkbox"/>	<input type="checkbox"/>	
c) At all times, school buses are ready to transport children who must ride in wheelchairs.	<input type="checkbox"/>	<input type="checkbox"/>	
d) Manufacturers' specifications are followed to assure that safety requirements are met.	<input type="checkbox"/>	<input type="checkbox"/>	
All vehicles are locked when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	
Head counts of children are taken before and after transporting to prevent a child from being left in a vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	
Children are never be left in a vehicle unattended.	<input type="checkbox"/>	<input type="checkbox"/>	
Interior Temperature of Vehicles			
The interior of vehicles used to transport children for field trips and out-of-program activities are maintained at a temperature comfortable to children.	<input type="checkbox"/>	<input type="checkbox"/>	