

Self-Assessment – Safe Arrival/Departure/Transportation

Sub-Contractor: [Click or tap here to enter text.](#) Completed by: [Click or tap here to enter text.](#) Date: [Click or tap here to enter text.](#)

My center transports: *(check one)* Regularly Field trips only Never

Completing this form is required for every subcontractor. Subcontractors that never transport can skip to page 10.

My center will: *(check one)* Have bus monitors for the first 6 wks of class
 Complete *Daily Safe Arrival/Departure/ Trans. Checklist* for the first 6 wks of class

If Child Care, do you transport? [Click or tap here to enter text.](#) If yes, what type of vehicle do you use? [Click or tap here to enter text.](#) What license do your drivers have? [Click or tap here to enter text.](#)

NOTE: When child is being self-transported in a private vehicle, the WA Restraint laws apply ([RCW 46.16.687](#) & [46.61.688](#)).

Topic	ECEAP D-220 School District/ESD	ECEAP D-220 Non-School District or Non-ESD	HS 1303.71-75, 1305 School District/ESD & Non School Districts	Child Care
Child Safety Restraint Systems (CSRS)	Follow OSPI School buses are exempt CSRS. In WA, seat belt systems may be installed as a school district option. Any bus built after 2006 require lap-shoulder system.	RCW 46.61.687 & 46.61.688 Follow WA Restraint Law	HS 1305.2, 1303.72 Each child is seated in a child restraint system appropriate for age, height, weight	WAC 170-295-2070-6 All adults and children riding in vehicle will use age appropriate safety restraints.

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<p>Emergency Equipment</p>	<p>Follow OSPI ER equipment with ER communication system clearly labeled and appropriate ER safety equipment, including seatbelt cutter, charged fire extinguisher, first aid kit</p>	<p>WAC 170-295-2070-4c-iv WAC 170-295-2070-4c-iii All vehicles will contain a first aid kit, a means of communication, emergency supplies for children with special needs, all ER information</p>	<p>1303.71 (Covered in OSPI) ER equipment with ER communication system clearly labeled and appropriate ER safety equipment, including seatbelt cutter, charged fire extinguisher, first aid kit</p>	<p>WAC 170-295-2070-4c-iv WAC 170-295-2070-4c-iii All vehicles will contain a first aid kit, a means of communication, emergency supplies for children with special needs, all ER information</p>

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Maintenance of Vehicles	<p>Follow OSPI</p> <ul style="list-style-type: none"> -Pre-trip and Post-trip Requirements -Must ensure vehicles are in safe operating conditions -minimum annual safety inspection through an inspection program licensed or operated by state -systemic preventative maintenance -drivers implement daily pre-trip vehicle inspections 	<p>WAC 170-295-2070-4</p> <ul style="list-style-type: none"> -Good operating condition -Vehicles properly licensed and insured 	<p>HS 1303.71 (Covered by OSPI & WAC 392145-041)</p> <ul style="list-style-type: none"> -Pre-trip and Post-trip Requirements -Must ensure vehicles are in safe operating conditions -minimum annual safety inspection through an inspection program licensed or operated by state -systemic preventative maintenance -drivers implement daily pre-trip vehicle inspections 	<p>WAC 170-295-2070-4</p> <ul style="list-style-type: none"> -Good operating condition -Vehicles properly licensed and insured

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<p>Trip Routing</p>	<p>Follow OSPI and ECEAP D-220 (Not covered in OSPI) One-way transport time no more than 1 hour, except in rural or remote areas where transportation time must be kept to a minimum</p>	<p>Follow OSPI and ECEAP D-220 One-way transport time no more than 1 hour, except in rural or remote areas where transportation time must be kept to a minimum</p>	<p>HS 1303.73 (Not covered in OSPI) -One way transport time not to exceed 1 hour unless no shorter route is available or any alt shorter route is either unsafe or impractical -bus monitor or adult crosses street with children</p>	<p>n/a</p>

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Safety Procedures & Training	<p>Follow OSPI One emergency evacuation drill shall be held within the first 6 weeks of school each semester. First drill followed by one at least one verbal review of ER exit drill prior to second exit drill. Drills held on school premises.</p>	<p>Follow OSPI One emergency evacuation drill shall be held within the first 6 weeks of school each semester. First drill followed by one at least one verbal review of ER exit drill prior to second exit drill. Drills held on school premises.</p>	<p>HS 1303.72 (Covered by OSPI) Baggage and other items transported stored securely, aisles clear, doors ER exits unobstructed</p> <p>HS 1303.74 (Not covered in OSPI) (a) children taught safe riding practices, safety for boarding and leaving vehicle, crossing street, danger zones around vehicle, ER evacuation including drill conducted on vehicle the child rides (parents involved) (b) ensure that at least 3 bus evac drills during program year (one on the bus the child will ride)</p> <p>HS 1303.72 (Covered in OSPI) Driver training includes vehicle operation, first aid, ER situations, vehicle evacuation, special equip, children with disabilities, safety checks, maintain records, pre-post checks</p>	<p>WAC 170.295.2070-6 Ratios, parent consent, insurance, etc.</p>

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<p>Bus Monitors</p>	<p>n/a</p>	<p>n/a</p>	<p>HS 1303.72 (PSESD has waiver) At least 1 bus monitor all times</p>	<p>n/a</p>

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<p>Children with Disabilities</p>	<p>Follow OSPI Ensure special arrangements when needed and/or IEP -whenever possible transport in same vehicles used to transport other children</p>	<p>Follow OSPI Ensure special arrangements when needed and/or IEP -whenever possible transport in same vehicles used to transport other children</p>	<p>HS 1303.75 (Covered in OSPI) Ensure special arrangements when needed and/or IEP -whenever possible transport in same vehicles used to transport other children</p>	<p>WAC 170-295-2070-3 Safety restraints for children with special needs will be appropriate for the child</p>

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<p>Documentation</p>	<p>Follow OPSI and ECEAP D-220 Signed medical releases and emergency contract forms for each child are readily accessible in case of injury during transportation</p> <p>No Portable Background Check required (waiver until 2019)</p>	<p>ECEAP D-220 -Maintain a written transportation policy to ensure the safety of children -File current copies of all drivers' licenses -File current copies of vehicle insurance meeting DOL insurance requirements -Ensure that signed medical releases and ER contact forms for each child are readily accessible. -Document daily visual vehicle safety checks -Document a regular schedule of vehicle safety inspections</p>	<p>HS 1303.72 (Not covered in OSPI) Up-to-date child rosters and lists of adults authorized to release, ER adults, kept on bus</p>	<p>WAC 170-295-2070-3 Drivers will have a current driver's license, background check, and CPR/First Aid training</p>

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Safe Arrival, Departure, Bus Safety (Redundant or Fail-Safe Systems)	What will you strengthen, change, add?
<p>Describe the step-by-step process to ensure that children get from the bus/van/car to the correct classroom.</p> <p>*If not having bus monitors, add ongoing daily/weekly items to <i>Daily Safe Arrival/Departure/Transportation Checklist</i></p> <p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>
<p>Describe your step-by-step process to ensure that children get to the correct bus/van/car.</p> <p>*If not having bus monitors, add ongoing daily/weekly items to <i>Daily Safe Arrival/Departure/Transportation Checklist</i></p> <p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>
<p>Describe your strategies to ensure children are safe on the bus.</p> <p>*If not having bus monitors, add ongoing daily/weekly items to <i>Daily Safe Arrival/Departure/Transportation Checklist</i></p> <p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>
<p>Describe your step-by-step process to ensure that children are not left on the bus at the end of the route.</p> <p>*If not having bus monitors, add ongoing daily/weekly items to <i>Daily Safe Arrival/Departure/Transportation Checklist</i></p> <p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>
<p>Describe your step-by-step process to ensure that children get off the bus at the correct stop, with authorized adults.</p> <p>*If not having bus monitors, add ongoing daily/weekly items to <i>Daily Safe Arrival/Departure/Transportation Checklist</i></p> <p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>
<p>Describe how you onboard/teach parents/families/guardians on safe arrival, departure, transporting.</p> <p>*If not having bus monitors, add ongoing daily/weekly items to <i>Daily Safe Arrival/Departure/Transportation Checklist</i></p> <p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>

Upload completed form with Fall 2018 updates into Litmos (PSESD.Litmos.com)