

## **LITTLE LOG CABIN TRANSPORTATION POLICY**

We are committed to maintaining safe vehicles and procedures and to meet and/or exceed all standards set by state law.

### **WE WILL INSURE THAT:**

#### **OUR VEHICLES**

- 1) All vehicles used to transport children have current registration documentation and stickers..
- 2) All vehicles have current insurance coverage for the motor vehicle and proof of such shall be kept in the vehicle and on the facility premises.
- 3) The motor vehicle shall have a working heater and air conditioner that can maintain a temperature between 60° F and 86° F.
- 4) The motor vehicle will include a fire extinguisher, emergency reflective triangles, a first aid kit, and a blood-borne pathogenic clean-up kit.
- 5) Our vehicles shall be kept clean and mechanically safe.
- 6) All service and repair records of all motor vehicles used for the transportation of enrolled children shall be maintained for 12 months.

#### **OUR STAFF**

- 1) All drivers shall be at least 25 years of age and shall hold a valid Virginia driver's license; they shall also meet all standards set by Virginia law concerning the class of vehicle being driven.
- 2) All drivers and those accompanying the children while in the vehicle shall receive adequate training.
- 3) All drivers shall comply with all state of Virginia health requirements for Child Care workers.
- 4) At least one driver or adult monitors shall be CPR/first aid certified and shall be familiar with the use of all emergency equipment and procedures.

#### **SAFETY**

- 1) All children shall use an approved child passenger restraint system.
- 2) Each child and adult shall be secured in their own seat belt before and while the vehicle is in motion.
- 3) All children and all passengers shall be seated and entirely inside the vehicle while the vehicle is in motion.
- 4) All children shall always be attended by an adult while loading, riding in, or unloading a vehicle – no child will ever be left alone in a vehicle for any reason.
- 5) All children shall not be allowed to open or close any door or window of the vehicle.
- 6) The emergency parking brake shall be set and the ignition keys removed from the vehicle prior to the driver exiting the vehicle.
- 7) All doors of the vehicles shall be locked whenever the vehicle is in motion.
- 8) All children shall be loaded onto or unloaded from the vehicle away from moving traffic at curbside, in a driveway, parking lot or other location designated for this purpose.

- 9) In the case of an accident while transporting children, the Virginia Department of Social Services Office of Child Care Licensing will be notified by phone within 24 hours and a written report will be submitted to them within 7 days.

## **PROCEDURES**

- 1) A copy of each child's emergency information shall be carried in the vehicle in addition to a **Passenger Log** stating the name of each enrolled child being transported.
- 2) Each individual child shall be listed separately by first and last name and shall be counted by individual entry.
- 3) The **Passenger Log** shall be used to take roll each time the vehicle makes a stop as each child is loaded or unloaded.
- 4) Upon unloading the children from the vehicle, the **Passenger Log** shall be transferred to the person designated by the center who shall provide additional review and additional verification that the children have been unloaded from the vehicle and properly accounted for.
- 5) All **Passenger Logs** shall include the names of the persons who complete the **Passenger Log** and a separate attendance record of that event.
- 6) After the children have been unloaded from the vehicle, the driver shall immediately physically walk through the vehicle and inspect all seat surfaces, under all seats and all compartments or recesses in the vehicle's interior to insure no children have remained on the vehicle.
- 7) All Children who are picked up by a parent during field trips or while being transported shall be checked out according to the center's policy concerning drop off and pick up.
- 8) All Children transported to school shall be released in accordance with the school's procedures for this. This to include dropping them off/picking them up at the agreed upon place and time. The center staff shall watch the children while they are getting on and off the vehicle and shall watch them walk through the entrance to the door designated by the school.
- 9) No audio headphones or cell phone shall be used by the driver while the vehicle is in motion.
- 10) We will insure that children never spend more than forty-five (45) minutes traveling one way. (exception: If we choose to attend a field trip that exceeds this we will get prior written permission for each instance.)
- 11) We will increase our adult to children ratio on all field trips.
- 12) We will maintain acceptable adult to children ratios when transporting children who are school age.