

# **TRANSPORTATION TRAINING FOR CHILD CARE CENTERS AND IN HOMES**

**Revised to meet the new standards of Dec. 2009**



## **TRANSPORTATION SAFEY FOR CHILD CARE CENTERS AND IN HOME FACILITIES**

**As of December 2009 all staff in a child care center that transports children must have an ADDITIONAL 2 hours of training in the Transportation and Safety Training Requirements for licensed and Registered Child Care Providers. This training must include:**

- **Your programs operational policies such as documentation in the vehicle, emergency procedures, how the bus driver is to communicate with the school, pick up and delivery of children, how to maintain the vehicle, field trip procedures, the minimum standards for transportation, supervision of children, car seat information, safety in and around vehicles, school zones and railroad crossings, parking and backing procedures, loading and unloading procedures, and any other safety measures as needed.**

**All employees, including the Director and or owner, found to be in or on a van during transport MUST have this training on file BEFORE entering the vehicle and then yearly after that.**

**You CAN use this training manual to train your own employees. You must FIRST complete this training manual and place A COPY of the certificate (included with this training) in your file with your questions with answers attached. Then, have your employees read through this manual and answer the questions, and make a copy of the certificate for them as well. Review any of the questions that they missed and place the questions with answers and a copy of the certificate in the employees file for licensing to review.**

**An employee may NOT take the same transportation training two years in a row, so you will need to alternate this training yearly with a different training. However, you may use this training manual every other year.**

**For the purposes of this training transportation means:**

**“Any transportation of a child to and or from the child care facility by an agent of that facility, in any vehicle or means of public transportation.”**

**This means transportation between home and school, between school and the child care facility, field trips, errands, etc...**

**All vehicles that are used to transport children must be maintained in a safe operating condition at all times and are subject to inspection by child care licensing. This includes personal vehicles if that vehicle is found to be used, even once, for transporting children. Child care licensing MAY ask to see your oil change**

schedule, or other routine maintenance schedule so it is a good idea to keep these documents available, although these are not state required documents.

## **LOADING AND UNLOADING**

- **Children must be loaded and unloaded at the curb or in a protected parking area or driveway. Children should never be expected to CROSS IN FRONT OF THE VEHICLE OR BEHIND IT.**
- **Children should not cross a street unless the child is accompanied by an adult anytime before entering or after leaving a vehicle.**
- **You MUST have a system in place for checking the vehicle after all children have exited the vehicle.**

**One method is to purchase a flag from your local boating store that has a suction cup on it. Place the flag in the front window when the van is empty and place it in the back window when the bus is full. This way, the driver of the van must go to the back of the van and get the flag to put it in the front window before they leave the bus. They should check for any children left on the bus as they do this. As a director of a school you can then go to the field trip and look at the van. If the flag was in the back window when they left your school and now is in the front window where they are parked, you can rest assured that they checked the van before leaving it.**

**This is an easy system to implement. The bus driver should be taught that after they load the bus they should walk to the back and place the flag in the back window. Then, on the way back up to the drivers' seat they should check to make sure all children are in their seat belts. Then, before leaving the van parked, they should go to the back of the bus and bring the flag back up to the front. This assures that no child is left on the van.**

- **A child must never be left unattended in a vehicle. If you leave the vehicle, the children must go with you.**

## **SAFETY SEATS**

**Parents can provide these seats for you to use, however, it is much safer for you to purchase these seats so that all of your teachers and drivers can read the installation instructions and install these seats correctly. This also assures that you are not being given a damaged or faulty seat.**

**The law states that you must transport children in an infant safety seat, child safety seat, child booster seat or a seat belt, as appropriate to the child's age, height and weight.**

**If the child is:**

- 1. Younger than one year and weighs less than 20 lbs. – they should be in a rear facing infant safety seat according to the manufacture’s instructions.**
- 2. Younger than one year and weights more than 20 lbs. – they should be in a rear facing convertible child passenger safety seat installed according to the manufacture’s instructions.**
- 3. One year old and weighs MORE THAN 20 BUT LESS THAN 40 lbs. – they should be in a car seat according to the manufacture’s instructions.**

**If a child is YOUNGER THAN 8 YEARS OLD and / or less than 4’9” in height – they should be in a child passenger safety seat which includes traditional car seats with harnesses and booster seats – either high backed or backless.**

**So:**

- Once a child reaches 8 years old they are NOT LEGALLY required to be in a child safety seat system, even if they are under 4’9”.**
- Once a child reaches the height of 4’9”, even if they are under 8 years old, they are NOT LEGALLY required to be in a child safety seat system.**

**This law is for ALL children in vehicles, not just child care centers!!**

**This law goes in effect beginning September 1, 2009. However, law enforcement can not begin writing tickets until June 1, 2010.**

**All children 8 years or older must be in a seat belt. The shoulder harness goes across the child’s chest and not across the child’s face and neck. If the harness goes across the face or neck of the child, the child MUST BE IN A BOOSTER SEAT. The shoulder harness can not be put under a child’s arm or behind their back because this has been shown to cause death during accidents.**

**No child can ride in the front seat if there is an airbag. Remember, the safest place for a child is in the back seat.**

**The driver and any and all adults in the vehicle must also wear a seatbelt.**

**Only one person may be in a seatbelt at a time.**

## **WHAT MUST THE DRIVER HAVE?**

- **A clear criminal history check and fingerprint check on file at the facility.**
- **A current driver's license.**
- **Glasses in good repair, if the license says they must have them.**
- **A clear system of all medication that COULD cause the driver to become sleepy.**
- **The driver should be healthy and alert.**
- **Copy of vehicle insurance card. Laminated if possible.**
- **Cell phone, CB radio, two way radio, or other method of communication with the child care center.**
- **A LIST OF ALL CHILDREN BEING TRANSPORTED AT THAT VERY MOMENT.**
- **MEDICAL AUTHORIZATION FORMS FOR EACH CHILD BEING TRANSPORTED AT THAT VERY MOMENT which must include the parent's names and telephone numbers and emergency telephone numbers for each child being transported.**
- **A laminated piece of paper that has the child care centers name, child care center's permit holder or current directors name, child care centers phone number in the glove box.**
- **An accessible but SECURE (can not fly around the vehicle in a wreck) fire extinguisher. This should be checked monthly for charge and documented.**
- **An accessible but SECURE first aid kit that contains the following NON-EXPIRED items:**
  1. **A guide to first aid.**
  2. **Adhesive tape.**
  3. **Antiseptic solution or wipes.**
  4. **Cotton balls**
  5. **Multi-sized adhesive bandages.**
  6. **Scissors.**
  7. **Sterile gauze pads.**
  8. **Thermometer.**
  9. **Tweezers.**
  10. **Waterproof, disposable gloves.**

**If you are the only adult in the vehicle and you see a person in need of medical attention, you may NOT leave your children to go and administer first aid. You MUST stay with your group and call 911 for the other person.**

## **ROAD HAZARDS**

**The driver must have clear instructions on how to handle emergencies while out there on the road.**

**Drivers should follow a fixed route and there should be someone at the child care center that knows the routine arrival and departure times of the vehicle and takes action if the vehicle does not return to the child care center at the scheduled time.**

**NEVER try to drive through a standing body of water or rising water.**

**NEVER talk or text on a cell phone while driving. If you must do this you MUST pull over to a safe place and put the vehicle in park. Remember that talking on a cell phone in a school zone while driving is against the law.**

**Any form of distraction increases the risk of accident. In 2006, a yearlong study by Virginia Tech observed 241 Washington, D.C., drivers and concluded that distracted driving contributed to 80 percent of collisions. In rear-end accidents, 93 percent of drivers had looked away from the road at some point during the 3 seconds before impact to look for cigarettes, cell phones, i-pod's or other devices or to look back at children in the car.**

**SPEEDING – Drivers MUST follow the posted speed and lower their speed in construction zones, school zones, and when passing police officers pulled over on the side of the road. They should also stop at all railroad crossings and look both ways before crossing.**

**BACKING PROCEDURES-** Backing out should be avoided if at all possible. If they must back out drivers should put the vehicle in reverse, and then wait for a 5 second count before proceeding. This allows other cars to see their reverse lights and re-act. The driver should then look out the back window of the vehicle and in the rear view mirror and both side mirrors before backing. Backing should be done slowly. Tell the driver to stop immediately if they hear a horn, shout our other loud noise as these may be a sign that they are in danger.

**FOLLOWING TOO CLOSELY** At 60 mph, a typical car needs between 120 and 140 feet to reach a full stop. Most SUVs and **SCHOOL VANS** require an extra 5 to 10 feet on top of that. Consider that 60 mph translates to 88 feet per second, and it's easy to see why maintaining a proper following distance is a critical step in preventing accidents.

## **SNOW**

- **Remove all snow and ice from your entire vehicle prior to starting out, checking lights and mirrors as well.**
- **Drive with your headlights on low beam to make yourself more visible to other motorists.**
- **When roads are wet or icy, slow down.**
- **Leave earlier, allotting extra time to reach your destination, call ahead and ask the school to let your group out earlier so that you can avoid driving in any upcoming bad weather all together.**
- **Slow down even more on bridges and overpasses because they freeze quickly and before any other surfaces.**
- **If your tires lose traction, look and steer into the direction you want to go.**
- **When braking, apply steady firm pressure, don't apply the brakes quickly or accelerate suddenly.**

**Motorists traveling in snow should also keep the following items in their vehicles no matter how short a distance they may be traveling.**

- **Flashlight/extra batteries, • Blanket, • Small tool kit and booster cables, • Small bag of kitty litter for oil spills (or throw up), • Bottled water and snack foods/power bars, • Brightly colored cloth.**

## **THUNDERSTORMS / HEAVY RAIN**

- **Good windshield wipers are a must. In childcare, change these yearly and when recommended by your mechanic.**
- **Rain X or other products help your visibility- use them.**
- **In cases of severe weather approaching, go to the school and park way ahead of time. Ask the school to release your children to you early so that you can avoid the coming bad weather, most will with no problem.**
- **The inside lane is the safest during heavy rain. Hug the center of the road, but keep clear of oncoming traffic.**
- **Do not drive through flooded areas. If you see a flooded-out road ahead, turn around. Find another route to your destination.**
- **If there is no other route, get to higher ground and wait for the waters to subside.**
- **Even if the water appears shallow enough to cross, don't try it. Water hides dips in the road. Worse yet, there may be no road at all under the water.**

**Flooding can scour away the entire road surface and a significant amount of ground beneath.**

- **If your car stalls, abandon it immediately and climb to higher ground.**
- **Six inches of water will reach the bottom of most passenger cars, causing loss of control or possible stalling.**
- **One foot of water will float almost any vehicle.**
- **Two feet of rushing water can sweep away most vehicles — including SUVs and a day care van.**

## **WRECK OR BREAK DOWN**

- **Child safety comes first. All children should be in a safe place. If the vehicle is no longer a safe place the driver must move them all to safety and stay with them until help or another person from the center arrives to take over.**
- **Never leave the children alone with a “helpful” stranger.**
- **After 911 are called the center should be called.**
- **A police officer should ALWAYS be called to the scene of a wreck, even if it is a minor one. This will help protect the school if a child claims injury from the wreck at a later date.**
- **If the driver is the only person there, they can NOT change a tire and watch the children at the same time. Help must be called.**
- **Children must be removed from the situation as quickly as possible to avoid dehydration or other injury or trauma.**