

Policy Development Considerations For Transporting Children Safely by Child Care Facilities

- Child to staff ratios during transport, e.g., same as in classroom
- Operator/driver qualifications, e.g., current driving license, good driving history, Satisfactory background check results prior to beginning work, annual physical and mental exams, etc.
- Operator/driver training including driver training, child boarding and exiting, use of child Restraints, paperwork requirements, response to emergencies, First Aid and CPR, emergency evacuation procedures, use of special equipment, pre- and post trip vehicle check, etc.
- Plans/procedure for loading and unloading children from vehicles
- Plans/procedure for ensuring that all children are accounted for following every loading and unloading
- Purchase of appropriate new restraint for each child who will be transported including upgrades for safety and developmental size of child
- Registration of each safety restraint with manufacturer in order to be notified of recalls
- Labeling of each restraint purchased with the names of the children who can be safely transported in it
- Charting of vehicle seating positions according to the type of seat belt system, vehicle seat, air bags installed in each position, and recommendations in owner's manual, then labeling of the child restraints that can be safely secured in each of the seating positions
- Designation of specific vehicles for transporting children who will need restraint devices, so the restraints can remain installed
- Provision of appropriate training for staff and operators who are responsible for securing children and restraints
- Communication with pediatricians and parents of children with special needs to determine whether or not a specially designed restraint is required or, in accordance with 46.2-1096 of the Code of Virginia, a signed written statement, from the physician exempting the child, carried on board the vehicle
- Provision for contacting local certified child passenger safety technicians to assist with complicated installations, incompatibility issues, or special need installations
- Provision of ongoing transportation safety education for children, parents and staff, including getting on and off vehicles and crossing streets safely
- Schedule of routine vehicle maintenance, including tire pressure checks, etc., completed every time the oil is changed and documentation and readily available for review
- Provision for carrying a list of the names of the children being transported and the children's contact information as well as a procedure for keeping the information updated
- Prohibition of children from eating/drinking on board while the vehicle is moving due to the potential for choking
- Designation of someone to ensure all passengers are safely buckled prior to moving the vehicle