

Safe Transport Policy Template

Title of Policy

Belief Statement:

A brief statement about why the center believes the policy is necessary.

(Example: XYZ Child Care believes all children deserve to be transported safely)

Intent Statement:

An explanation of the purpose of the policy.

(Example: This policy is intended to reduce the risk of serious injury and death for children and adults who are being transported in a motor vehicle.)

Background:

Why the policy was developed. Not every policy will have a background statement.

(Example: This policy was developed since motor vehicle crashes remain a leading cause of preventable injury and death for children under the age of fifteen.)

Procedure/Practice:

Action necessary to accomplish what the policy recommends.

(Example: Our facility will only transport a child who has an adequate, proper restraint system that can be properly installed into our facility's vehicles.)

Applicable:

To whom does the policy apply?

(Example: Children, volunteer parents, staff, facility's vehicle operators, etc.)

Communication:

How are families/staff informed about the policy?

(Example: Parent handbook, staff handbook, policy posted in the facility, discussion with parents, policy posted in vehicles used to transport children, orientation session, signed statement from parents acknowledging having read and/or received the information, fee schedules, etc.)

References:

What information was used to develop the policy or procedure?

(Examples: Specific instructions and guidelines from the National Highway Traffic Safety Administration (NHTSA), American Academy of Pediatrics (AAP), Virginia Department of Health (VDH), Virginia Department of Social Services (DSS), and auto and restraint manufacturers.)

Review:

Who reviews policies at the facility?

(Example: Owner, director, licensing consultant, legal advisor, parent board, currently certified NHTSA technician or instructor, etc.)

Effective Date:

When will the policy be put into effect?

Review Date:

How often will the facility review the policy:

(Example: Every year, every six months, etc.)