

COVENANT CHILD CARE

Transportation Policy

SAFE PROCEDURES FOR TRANSPORTATION OF CHILDREN AGE 3 – 12 YEARS OF AGE:

- ✓ The driver shall be:
 - 21 years of age or a licensed bus driver.
 - Have a valid drivers license of the type required under NC Motor Vehicle Law for the vehicle being driven.
 - Have no convictions of Driving While Impaired or any other impaired driving offense with the previous 3 years.
 - ✓ Staff to child ratios will be always maintained.
 - ✓ Each child shall have a seat, be belted, or harnessed and remain seated while the vehicle is in motion.
 - ✓ A child shall not be left unattended in the vehicle.
 - ✓ A child cannot be picked up or delivered to a location that requires crossing the street or highway unless accompanied by an adult.
 - ✓ A vehicle transporting children will have the headlights on.
 - ✓ Guns, ammunition, alcohol or illegal substances, or hazardous materials shall not be transported in a vehicle transporting children.
 - ✓ A vehicle shall not be refueled while children are present in the vehicle.
 - ✓ If the driver is not in the driver's seat, the engine shall be turned off, keys removed, and the emergency brake ~~sh~~ be set.
 - ✓ Each vehicle is equipped with a fire extinguisher, and first aid supplies and a Ready to Go File containing emergency contact information and emergency medical authorization for every child.
 - ✓ Parents will be required to sign a Field Trip Permission that outlines the information about the field trip before children will be transported.
 - ✓ Primary caregivers will be assigned to each group of children. Each primary caregiver will have a transportation roster, a list of the children in their care.
 - ✓ Staff will conduct numerous "head counts" to assure everyone is accounted every 30 minutes.
 - ✓ An adequate number of staff to assure that staff to child ratios will be maintained throughout the field trip, including an extra person, or person in charge to take children to restrooms or for emergencies.
 - ✓ Additional staff will be provided as needed to care for children with special needs or children that need one-on-one supervision.
 - ✓ Staff will not allow children out of their sight, i.e., young children should not be sent into restrooms alone.
 - ✓ Matching t-shirts, arm bands or nametags will be used to identify the group.
 - ✓ Sometimes a walking rope or holding hands can be used to keep young children in a group.
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The undersigned parent/guardian gives permission for (child) _____
to be transported in accordance with Covenant Child Care's Field Trip and Transportation Policy.

Signature of parent/guardian

Date

Signature of Director

Date

Adopted 11.1.2020