



Transportation Policy

Name of Program:	(License/Registration/CC Number):	
Program Type (Choose One): <input type="checkbox"/> Child Care Center <input type="checkbox"/> License Exempt Program <input type="checkbox"/> Family/Group Child Care <input type="checkbox"/> Head Start	Director/Administrator/Owner Name:	Contact Phone Number:
Address:		
City/Zip Code:		

Policy:

Choose one of the following:

1. _____ **does not provide transportation.**

_____, staff have been informed, read, understand, and agree to implement/abide by the Transportation policy as written. We understand that non-compliance with this policy can result in adverse actions.

Print Name of Authorized Personnel:	
Signature of Authorized Personnel:	Date:

**If you do not provide transportation do not fill out the remainder of the form.*

Classroom, Outdoor and Field Trip Ratios:

The child to staff ratio is the minimum requirements for health and safety for transportation activities. Licensed child care centers and licensed/registered family child care homes/groups follow child to staff ratios established in SC Child Care Law. These always apply when children are present on the premises and during activities away from the program such as field trips. The license-exempt center child to staff ratios are as follows:

Child's Age	Staff: Child Ratio
Five to six years	1:20
Six to twelve years	1:23

2. _____ **does provide transportation.** Prior to each event parents must provide written permission to consent that includes detailed information (e.g., designation to and from, emergency contact information) for any transportation provided to their child. All written permissions are stored in the child's file at the program. Children are only released to person's authorized by parents on the written permission/consent. The vehicle used

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for transportation has a current registration and insurance. The driver has a current driver license, access to a cell phone, first aid kit, transportation plans, emergency medical and contact information for each child on every trip. Tracking procedures of notating each child's trip to include loading and unloading on/off the vehicle. Written transportation plans are also filed at the program. Child to staff ratios is maintained during all transportation activities.

Describe your procedure for obtaining and storing documents related to parent's prior permission (written consent) for any transportation activities that are provided to children.

Describe your procedure for obtaining and storing documents related to emergency medical information and contacts for any transportation activities provided to children. What is the procedure for updating information? How frequently is information updated?

Describe where all documentation (e.g., medical information, contacts, transportation route, tracking) is stored at the facility and/or in the vehicle).

Describe your program's procedure for drop off/unloading to child's home if the driver does not recognize the person that the child is being released.



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Describe your procedure for emergencies that occur during transportation activities.

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Print Name of Authorized Personnel:

Signature of Authorized Personnel:

Date: