

CHILD CARE – TRANSPORTATION CHECKLIST

REFER TO REGULATIONS BOOKLET FOR CHILD CARE CENTER 114-503 G. (1)

Vehicles must meet the requirements of federal and state school bus safety standards. For more information: scstatehouse.gov.
[Code of Laws - Title 59 - Chapter 67 - Transportation Of Pupils; School Buses](#)

Authorized driver must have the following:

- ☐ Valid driver's license for every authorized driver.
- ☐ Comprehensive background results (criminal, sex offender and child abuse and neglect background results - *updated as required*).

Facility must have the following information on site and ready for review:

- ☐ Written consent from the parent/guardian is required prior to transporting children in the vehicle
- ☐ Copies of current CPR/First Aid Cards for staff or driver when no staff is available.
- ☐ There shall be a First Aid Kit and emergency information for each child in the vehicle.
- ☐ A written plan for staff to follow in emergency situations such as accidents, bad weather, a sick child, etc.
- ☐ Written directions for every travel destination.
- ☐ A record for the driver, which lists the name, address and telephone number of the child care provider as well as names of children being transported.
- ☐ An on/off checklist with each child's name to account for the loading and unloading of children MUST be used.

IMPORTANT INFORMATION

- ☐ Departure and expected arrival time back to the center should be known by the director or designee.
- ☐ Staffing ratios must be maintained. Driver may not be counted in the ratios when infants and toddlers are being transported.

Written permission/consent from parents/guardian for the following:

- Emergency Medical Treatment.
- Transportation/Field Trips. Transportation must include hospital in case of emergency.
- Swimming activities.
- Administering medication.
- Posting of child's photo or identity.

Children's records, emergency information, and identity must be always safeguarded.

- ☐ Facility provides transportation ☐ Facility DO NOT provide transportation.
- ☐ Parent signed and dated required written permission documents.