

**SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
CHILD CARE REGULATORY SERVICES**

Transportation File

If you transport children, you **must** create and maintain a transportation file. For more details, see Reg. #114-505 I. The following information must be included in this file:

1. Verify existence of a valid driver's license for every authorized driver;
2. SLED report and Central Registry Check for all drivers;
3. Copies of current CPR/First Aid Cards for staff or driver when no staff is available;
4. A written plan for staff to follow in emergency situations such as accidents, bad weather, a sick child, etc.;
5. Written directions for every travel destination;
6. 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;
7. An on/off checklist with each child's name to account for the loading and unloading of children **MUST** be used;
8. There shall be a First Aid Kit and emergency information for each child in the vehicle;
9. Written consent from the parent/guardian is required prior to transporting children in the vehicle; and
10. Vehicles must meet the requirements of federal school bus safety standards. For more information on Jacob's Law visit the website at www.jacobs-law.org.

In addition, departure and expected arrival time back to the center should be known by the person in charge at the center.

IMPORTANT NOTE: Staffing ratios must be maintained. Driver may not be counted in the ratios for infants and toddlers.