

Transportation Policy

Safety is our top priority when transporting children to and from Little Hands at Work and Play. This policy is in force anytime children are transported by Little Hand at Work and Play. Staff/parents will adhere to all requirements. Staff will adhere to the policy guidelines even if no children are present when using a vehicle owned by Little Hands at Work and Play.

Parent Responsibilities:

Permission to Transport Consent Form must be signed and dated by a parent/guardian before a child will be transported by Little Hands at Work and Play.

Parents are to inform Little Hands at Work and Play if their child does or does not need transportation.

- * *Parents are responsible for providing the appropriate restraint system for their child, as required by Neb. Rev. State. 60-6,267 and 60-6,268, if the child is 6 years of age or younger, or has not exceeded 60lbs.*

Center/Driver Responsibilities:

Drivers will be legally-licensed & have a safe driving record.

Drivers will meet all required staff qualifications including a criminal background history check.

Drivers are required to be CPR & First Aid Certified.

Only insured, licensed, well-maintained vehicles will be used to transport children.

Drivers will obey all traffic regulations.

Drivers will NOT be under the influence of any chemical substance that may alter their ability to drive safely.

- Smoking is also prohibited in any vehicle used to transport children.

Drivers will have completed State Required Training within 30 days of employment and re-certify every 5 years.

The number of passengers will not exceed the manufacturer's stated capacity for the vehicle.

Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to insure safety.

All children will be accounted for before leaving the facility, after loading the vehicle, after unloading the vehicle.

All travel routes will be planned in advance & driver will be familiar with the planned route ahead of time.

To prevent distractions the driver is not permitted to talk on the phone or play loud music.

Doors will be locked at all times when vehicle is in motion.

A cell phone will be available to drivers in case of an emergency.

A first aid kit & list of emergency contacts for all children and adults will be in the vehicle during transportation of children.

Children will be transported properly in a seat belt, car seat, or booster according to Nebraska Regulations. Drivers/staff will ensure that all children are properly restrained before moving the vehicle.

In the event of a break down, a back-up vehicle will be accessible to drivers.

In the event of an accident when children are in the vehicle all parents will be informed by the director of the accident. Directors will notify the parents by phone when notified of the incident.

Signature: _____

Date: _____