

# Systems Guide for Transportation Safety

5101:2-12-14:  
Transportation and field trip safety  
for a licensed child care center

*"I love to explore the world  
outside our program. It's  
important to keep me  
safe when you're  
transporting me on a vehicle  
or when I'm walking."*



# Rules Overview

The key to maintaining compliance with licensing rules is to first read and understand them. In examining any non-compliances your program has had with transportation and field trip safety, begin by reviewing the following Ohio Administrative Code (OAC) rules:

- 5101:2-12-14: Transportation and field trip safety for a licensed child care center

The rule can be found at [manuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules](http://manuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules)

After you've read the rule, ask yourself the following questions:

- Do I understand all parts of this rule?
- Do I understand why I was cited as being out of compliance?
- Have the rule requirements been discussed with staff who are responsible for maintaining compliance with them?
- Has the program designed and implemented any systems to achieve and maintain compliance with this rule?

The following page lists the most commonly cited non-compliances related to transportation and field trip safety. Following each non-compliance is a reference to a system that your program could use that will help you achieve and maintain compliance. One or more systems may be recommended. Choose the one that would work best for your program.

While creating systems to support your compliance practices, for additional resources refer to [jfs.ohio.gov/CDC](http://jfs.ohio.gov/CDC).



Please contact the Child Care Policy Help Desk or your licensing specialist if you have questions regarding licensing rules. The Help Desk number is 1-877-302-2347, option 4.

# Transportation and Field Trip Safety



## Has your program experienced any of the following situations?

- The complete and current annual safety inspection was not on file at the program. *Refer to System One.*
- A child required monitoring for a health condition, but the driver did not take the child's medication; the JFS 01217, "Request for Administration of Medication for Child Care"; and/or the JFS 01236, "Child Medical/Physical Care Plan for Child Care," on a field trip. *Refer to System One.*
- The driver's required paperwork was not on file at the program. *Refer to System One.*
- The required emergency exiting procedures were not practiced and/or documented. *Refer to System One and System Three.*
- The program used unsafe practices while transporting children on a routine trip. *Refer to System Two and System Three.*
- The required emergency exiting procedures were not conducted by all drivers monthly. *Refer to System Three.*
- The program's vehicle did not meet the vehicle requirements. *Refer to System Three.*
- A child was left unattended on a vehicle that had returned from a field trip. *Refer to System Four.*



Develop procedures to organize and maintain the required paperwork.

### Tracking

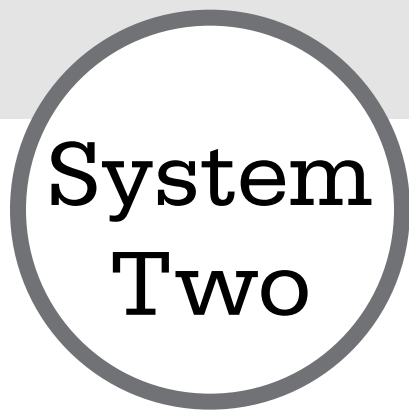
- Before transporting children, create a transportation binder that includes required paperwork for children, drivers and vehicles.
  - Ensure that each child has the following on file:
    - Written and signed permission from a parent
    - A current completed JFS 01234, “Child Enrollment and Health Information for Child Care”
    - If they have a health condition that could require special procedures or precautions during transportation, a current completed JFS 01217, “Request for Administration of Medication for Child Care,” and a JFS 01236, “Child Medical/Physical Care Plan for Child Care”
    - A tracking method, including a written record of which vehicle the child is transported in and the cellular phone number of the adult in that vehicle who could be contacted in an emergency
  - Ensure that each driver has the following on file:
    - A copy of a current driver’s license
    - A completed JFS 01307, “Professional Development Documentation for Child Care,” as proof the driver has completed the required Ohio Department of Job and Family Services driver training.
    - A current completed JFS 01266, “Contracted Driver Qualifications Statement for Child Care,” if applicable.
    - Proof of training in CPR, first aid and management of communicable diseases
  - Ensure that each vehicle has the following on file:
    - A JFS 01230, “Vehicle Inspection Report for Child Care,” completed by an ASE-certified mechanic or the State Highway Patrol.
    - Documentation of weekly inspections and a written record of emergency exiting procedures completed monthly.

### Training

- A designated staff person should collect all documentation, place it in the transportation binder and update when needed.
- Train staff to ensure that all required medications and/or supplies accompany children with health conditions.

### Monitoring

- Once a month, the administrator should review the transportation binder for accuracy.



## Transportation and Field Trip Safety

Develop procedures to ensure field and routine trip requirements are followed.

### Tracking

- Ensure required forms are complete and available before transporting children.
- When transporting children on field trips, create identification for each child that contains the center name, address and telephone number. Examples: wristbands, labels, T-shirts or lanyards. Remember to choose an appropriate option if children will be swimming.
- Verify that each vehicle has a written record of each child who is on the vehicle. Use the JFS 01232, "Field Trip Checklist for Child Care," as well as the JFS 01239, "Field Trip Information Record for Child Care." Before exiting and entering the bus, the driver should use name-to-face identification to ensure that each child listed on the bus is present. Using the "buddy system" to pair children also can help with tracking.
- Review OAC 5101:2-12-14 regarding ratio and supervision. Ensure that the proper number of adults is supervising children on each vehicle or walking trip.
- If children will be swimming in bodies of water 18 inches or deeper, in addition to the field trip form, centers must obtain a completed JFS 01227, "Permission to Participate in Swimming Activities for Child Care," for each child. This form must include the following: the child's name, date of birth, a statement indicating whether the child is a swimmer or non-swimmer, the location of the swimming or water activity, a statement of whether the center will provide additional adults or child care staff members above the ratio requirement, and the parental signature.

### Monitoring

- Ensure proper staffing before leaving for a trip to maintain ratios.
- Check the vehicle at the completion of each trip (upon arrival, at the destination and upon returning to the center) to ensure that no child has been left on the vehicle.
- Before departing, the driver should check the vehicle to ensure that each child is properly restrained. Each child must have his or her own seatbelt or car seat, as required by Ohio Revised Code Section 4511.81.
- Ensure that each child safely boards and exits from the curb side of the street whenever physically possible.
- Ensure that each vehicle has a complete first aid kit and that there is a system in place to replenish as items are used.
- Regardless of whether there are plans to swim, obtain swimming permission if the field trip or activity is near a body of water 18 inches or deeper.

# System Three

Develop a system to ensure a trained driver is responsible for the proper safety of the vehicle.

### Tracking

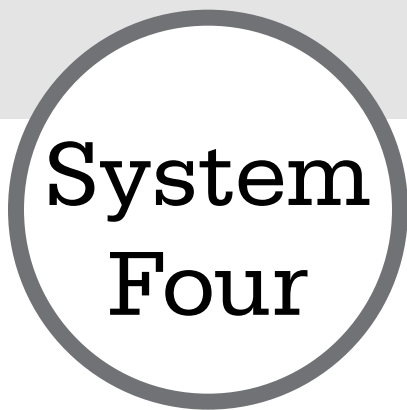
- Ensure required paperwork is on file.

### Training

- Centers should conduct and document weekly inspections of vehicles. Inspections should include the following:
  - Tire wear and adequate pressure
  - Working headlights and taillights, signals, mirrors, wiper blades and dash gauges
  - Functioning child and driver restraints
  - Functioning doors and windows
  - Cleaning of debris from the vehicle's interior
- Ensure that each driver and substitute drivers conduct monthly emergency exiting procedures with the children. Center may use sample form JFS 01338, "Weekly Vehicle Inspections and Vehicle Evacuations Drills Record for Child Care" to document both the weekly inspections and the monthly emergency exiting procedures.

### Monitoring

- Use the "Three T" method for safe transportation procedures:
  - Track
  - Train
  - Transport
- If a child is left unattended on a vehicle for any length of time, the center is required to self-report a serious incident in OCLQS within 24 hours, per the Ohio Administrative Code.
- The administrator and/or owner should verify that they are meeting the vehicle requirements in Appendix B of Ohio Administrative Code 5101:2-12-14.



Develop a system to ensure children are safely transported to their destination.

### Tracking

- Ensure that new drivers and child care staff members are properly trained and that all drivers and child care staff members receive annual training.

### Training

- Train drivers and staff on proper child restraints, including car seats and seat belts. Drivers and staff should assist young children with buckling needs and should visually and physically check to verify that older children have securely buckled their own seat belts. Children should not share seat belts. Drivers also should be secured with seat belts.
- Train drivers and staff to ensure that all children remain seated and are not standing or sitting on the floor of the vehicle. When the driver is the only adult on the vehicle, ensure that the driver has access to functioning mirrors to visually see the entire bus while driving. When more than one adult is on the vehicle, assign one person to monitor children's behavior while the vehicle is in motion.
- Train drivers and staff to ensure that no child under age 12 sits in the front seat of the vehicle.
- Ensure that there is a system in place to never leave children alone on a vehicle. The driver should visually check the vehicle to ensure that no children are left behind. For example, the center may use a "flip sign" system as a visual reminder to check the vehicle after unloading. The sign should be color coded and affixed in the vehicle. One side could read "vehicle empty," and the other side "seatbelts checked." The driver should walk the bus and flip the sign before transporting children to ensure that each seatbelt has been checked. Once children have exited the bus, the driver should walk the bus to ensure that no children have been left behind and flip the sign to "vehicle empty."
- All drivers should complete the required Ohio Department of Job and Family Services driver training. This should be documented with a completed JFS 01307, "Professional Development Documentation for Child Care." This form should be kept on file or verified in the Ohio Professional Registry.

### Monitoring

- Periodically observe children entering and exiting the vehicle. Make sure they are properly secured in child restraints.
- Routinely review transportation expectations with children, including behavior and safety precautions.
- Complete daily visual observations for broken or damaged equipment, such as car seats or doors.

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State of Ohio

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Ohio Department of Job and Family Services

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