

Inquiring Little Minds TRANSPORTATION POLICY

Reason this policy is important:

The safety of children and staff must be provided in all activities of care programs. Proper restraint systems and the correct use of them are critically important during travel to/from the child care program as well as a part of the activities of the setting.

Procedure and Practices, including responsible person (s):

- Smoking is prohibited in vehicles used to transport children.
- Children will be transported properly in a seat belt, car seat, or booster seat according to current BC regulations. Parents are not required to supply a booster or car seat as needed for their children. Staff will ensure that car seats, boosters, and seat belts are used properly, and each child is properly secured before setting the vehicle in motion. Staff will assist with releasing children from their transportation safety restraints, when needed. All adults in the vehicle will use proper restraining devices according to the vehicle manufacturer's recommendations.
- The number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle.
- Children will be prohibited from eating, drinking, standing, or other dangerous or distracting activities during transportation.
- 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.
- Children with special needs will have their transportation plans addressed in the Special Care Plan.
- If there is a behaviour concern or safety concern, the driver will pull over to remind children of behaviour requirements, and the driver will relay the information back to the Supervisor and may then be relayed to the parent/legal guardian if necessary.
- If behaviour concerns continue with a child, transportation will be refused for that child to ensure the safety of all passengers on the van/buses.
- The driver will record the pick up and drop off times of all children recorded in daily attendance log.

Vehicle Requirements

- Only insured, licensed, maintained vehicles will be used to transport children. 15 passenger vans are not permitted.
- A back up vehicle will be available if needed and can be dispatched immediately in case of an emergency.
- A first aid kit and list of emergency contacts for all children will be in the vehicle during transportation of children.
- A cell phone will be available in case of an emergency.
- Water will be available.

Driver Qualifications

- Drivers will be legally licensed and shall not be under the influence of any chemical substance that may alter their ability to drive safely.
- Drivers will meet staff qualifications including a criminal history check.
- Drivers will be first aid and CPR certified, if another staff member is not present.
- Drivers will obey all traffic signs.
- The Driver will be familiar with the planned route ahead of time.
- Drivers will have a clean drivers abstract and Class 5 drivers licence.
- To prevent distractions drivers will not be permitted to talk on cell phones or play loud music.
- In the event, the center uses a 12 passenger van the driver will need a Class 4 drivers license.
- Drivers must insure that rooms are in compliance before leaving.
- ILM Education Center will not be held responsible in case of accident and/or injury while transporting my child(ren).

Vehicle Inspections

- Daily and weekly inspections will be done on the vehicles and recorded on various charts that are stored at the center, which employees will be trained to use. If the vehicle has any issues, it will be written down and it is the responsibility of the staff, doing the inspection to report to the manager and ensure that it is signed off on.
- The manager will report the issue to the licensee, make the note on the chart and the repairs will be done in a timely manner according to the advice of the technician. The manager or Licensee will sign off when problem is fixed.
- Weights and heights of the children will be gathered every three months by center staff to create a chart to ensure they are in the proper car seats.
- Vehicle maintenance is done by a licensed technician and receipts will be kept with the inspection.

*******Keep in Student File*******

In signing this policy, I understand the terms and conditions of transporting my child.

_____ is allowed to be transported by staff at ILM to daycare from home.

Parent Signature

Date