

Guidance for Developing the Transportation Oversight Plan

Topic	Transportation Oversight Plan Requirements	Components to address
Safety Training for Drivers and Monitors	<ul style="list-style-type: none"> All Licensees/approved programs must ensure that all drivers and monitors that transport children to and from child care take the Transporting Children training <u>annually</u>. The training is available through the <i>Massachusetts StrongStart Online Professional Development System</i>. These presentations include the following: <ul style="list-style-type: none"> A self-assessment for participants on the training's content; A certificate of completion; and A handout for broader distribution. This training is available on EEC's website at the following address: https://strongstart.eoe.mass.gov/ets/home 	<ul style="list-style-type: none"> A description of how the Licensee/approved program will ensure that all drivers and monitors that transport children to and from child care have taken Transporting Children training <u>annually</u>. Please identify a Transportation Coordinator (name, phone, email) responsible for overall transportation management. If not the Transportation Coordinator, who is responsible for ensuring that all the drivers and monitors have taken Transporting Children training at least one time per year.
Registering Drivers and Monitors in the Professional Qualifications (PQ) Registry	<ul style="list-style-type: none"> All Licensees/approved programs must ensure that drivers and monitors, whether employed by or contracted with, are registered in the PQ Registry. The Licensee/approved program is responsible for maintaining current records in the PQ Registry, including entering information about drivers and monitors employed by contracted transportation providers. The PQ Registry is available on EEC's website at the following address: https://www.eec.state.ma.us/PQRegistry/ 	<ul style="list-style-type: none"> A description of how the Licensee/approved program will ensure that drivers and monitors, whether employed by or contracted with, are registered in the PQ Registry. A description of how the Licensee/approved program will ensure that drivers' and monitors' records are current and up-to-date in the PQ Registry. If not the Transportation Coordinator, who is responsible for ensuring that drivers' and monitors' records are current and up-to-date in the PQ Registry.

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Supervision of Drivers and Monitors	<ul style="list-style-type: none"> All Licensees/approved programs shall develop and implement policies and procedures that describe the supervision and monitoring of drivers and monitors. 	<ul style="list-style-type: none"> A description of the Licensee's/approved program's policies and procedures that, at a minimum, address the following: Criteria and procedures for hiring drivers and monitors, including BRC policies, drug and alcohol testing policies, etc.; <ul style="list-style-type: none"> Procedures for discipline of drivers or monitors, including suspensions and dismissals; Procedures for handling complaints filed against drivers or monitors; and Procedures for coverage when drivers or monitors are absent on a given day. If not the Transportation Coordinator, who is responsible for ensuring the supervision of drivers and monitors.
Notice to ECC of Substantial Changes to the Program's Transportation Services	<ul style="list-style-type: none"> In addition to complying with the notification requirements set forth in 606 CMR 7.00, all Licensees/approved programs shall develop a procedure for notifying ECC of any substantial changes to the program's transportation service (i.e., a change in transportation vendor or a change in transportation administration). 	<ul style="list-style-type: none"> A description of the Licensee's/approved program's procedures for notifying ECC of any substantial changes to the program (i.e., a change in vendor or a change in transportation administration). If not the Transportation Coordinator, who is responsible for ensuring that the Licensee/approved program notifies ECC of any substantial changes in the program.

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Policy for Maintaining Current Documentation On-site	<ul style="list-style-type: none"> • All Licensees /approved programs shall maintain on-site a copy of the written transportation plan pursuant to EEC Regulations 606 CMR 7.13, the Transportation Oversight Plan, as well as the current documentation for all of the drivers and monitors (i.e., the certificates of completion with the safety trainings). • All Licensees/approved programs shall provide all drivers and monitors with copies of the written transportation plans including a copy of the current contract that includes provisions for the transportation company to notify the licensee of any accidents, vehicle breakdowns, and moving violations that are cited while children are being transported, and maintain a signed statement from the drivers and monitors that they received a copy of the written transportation plan. 	<ul style="list-style-type: none"> • A description of how the Licensee/approved program plans to inform all drivers and monitors of the written transportation plans, as well as its plan to maintain a signed statement from the drivers and monitors that they have received copies of these documents. • If not the Transportation Coordinator, who is responsible for maintaining the written transportation plan, the Transportation Oversight Plan, as well as the current documentation as it relates to drivers and monitors.
Policy and Procedure for Notifying Parents	<ul style="list-style-type: none"> • Unless parents have previously notified the program of the child's absence or alternative arrival time, all Licensees/approved programs shall immediately notify parents (or emergency contacts, if necessary), if/when a child, who is either transported by the program or a transportation provider, does not arrive at child care within 30 minutes of his/her scheduled arrival time. 	<ul style="list-style-type: none"> • A description of how the Licensee/approved program will notify parents immediately if/when a child does not arrive at child care within 30 minutes of his/her scheduled arrival time. • If not the Transportation Coordinator, who is responsible for notifying parents immediately if/when a child does not arrive at child care within 30 minutes of his/her scheduled arrival time.

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Policy and Procedure for Maintaining Passenger Logs	<ul style="list-style-type: none"> • All Licensees/approved programs shall ensure that the driver shall carry and complete a passenger log for each route, identifying the name of each child transported, the time picked up, and the time dropped off. • If the Licensees/approved programs contract with a Transportation Provider, in an effort to avoid duplication, there should be an agreement regarding the format of the passenger log, so long as the passenger log contains the required elements listed in the Transportation Policy. 	<ul style="list-style-type: none"> • A description of how the Licensee/approved program will ensure that the driver will carry and complete a passenger log for each route that is consistent with the requirements. • If not the Transportation Coordinator, who is responsible for monitoring and overseeing compliance with the passenger log policy.
Policy and Procedure for Conducting Post-trip Checks	<ul style="list-style-type: none"> • All Licensees/approved programs shall ensure that drivers, as soon as possible, upon dropping off the last child: (1) physically walk through the vehicle; (2) inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and (3) sign the passenger log, with driver's full name and time, indicating that each and every child is unloaded. • All Licensees/approved programs shall ensure that the driver shall give the passenger log to a second reviewer, either an adult monitor or other designated reviewer, who shall physically inspect the vehicle in the same fashion and sign off. • All Licensees/approved programs shall notify EEC if a child has been left on vehicle alone. 	<ul style="list-style-type: none"> • A description of how the Licensee/approved program will ensure that the driver and a second reviewer will conduct post-trip checks consistent with the requirements upon dropping off the last child. • If not the Transportation Coordinator, who is responsible for monitoring and overseeing compliance with the "post trip inspection" policy.

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Transportation Safety Plan: Child Health & Safety Information	<ul style="list-style-type: none">• All Licensees/approved programs shall ensure that the vehicles used to transport children to and from child care comply with 606 CMR 7.13. For example, the vehicles should contain the following information on the children for the drivers:<ul style="list-style-type: none">• The child's emergency contact information;• The child's behavioral or medical problems; and• The identity of authorized persons to receive child.	<ul style="list-style-type: none">• A description of how the Licensee/approved program will ensure that the vehicles used to transport children to and from child care comply with 606 CMR 7.13.• If not the Transportation Coordinator, who is responsible for monitoring and overseeing compliance with the child health and safety requirements.

**Massachusetts Department of Early Education and Care
Checklist for Required Components of the Transportation Oversight Plan**

The Transportation Oversight Plan submitted to EEC contains the following policies and procedures:

- ☐ Safety Training for Drivers and Monitors
- ☐ Registering Drivers and Monitors in the Professional Qualifications Registry
- ☐ Supervision of Drivers and Monitors
- ☐ Notice to EEC of Substantial Changes to the Program's Transportation Services
- ☐ Policy for Maintaining Current Documentation On-site
- ☐ Policy and Procedure for Notifying Parents
- ☐ Policy and Procedure for Maintaining Passenger Logs
- ☐ Policy and Procedure for Conducting Post-trip Checks
- ☐ Transportation Safety Plan: Child Health & Safety Information

Note: These policies and procedures contained in this Transportation Oversight Plan are intended to supplement and/or support licensed providers' existing health and safety requirements of the Commonwealth at 606 CMR 7.00 *et seq* and/or Contractor obligations.

Signed by:

AGENCY NAME _____

Name: _____ Title: _____ Date: _____
(Executive Director)

Name: _____ Title: _____ Date: _____
(Program Director)

Name: _____ Title: _____ Date: _____
(Transportation Coordinator)

This form is to be completed annually in July and whenever the plan is changed or there is a change in the above signatories.