This document is to support licensees in complying with this section of the EEC regulations. Complete the following sections as instructed. When this document is completed, signed and dated it serves as the required 7.13 Transportation Plan for the licensee listed below.

Licensee Name: Click or tap here to enter text.

License #: Click or tap here to enter text.

Program Name: Click or tap here to enter text.

Date completed: Click or tap to enter a date.

Name of person completing this document: Click or tap here to enter text.

In the event of an emergency, how will children be transported: Click or tap here to enter text.

In the event of a field trip, how will children be transported: Click or tap here to enter text.

We address the safety and supervision of children who walk and who arrive by public transportation by (describe who is responsible for documenting child arrival/departure; what steps program takes if child does not arrive when expected): Click or tap here to enter text.

We make the following special arrangement for children with disabilities (describe what is done): Click or tap here to enter text.

We require parents to complete the Small and Large Group Transportation Plan and Authorization 7.13(2) form at time of first enrollment and it is renewed annually.

Select one of the following choices:

[ ] We do not provide transportation to children enrolled in our program. Go to the signature page to complete this Transportation Plan.

[ ] We provide transportation services using our own vehicles to children enrolled in our program. Continue completion of this workbook.

[ ] We provide transportation services through a transportation contract to children enrolled in our program. The name of our transportation contractor is: Click or tap here to enter text. Continue completion of this workbook.

The name of our program’s Transportation Coordinator is: Click or tap here to enter text.

The phone number of our Transportation Coordinator is: Click or tap here to enter text.

The times of day we provide transportation is (enter blocks of time that transportation vehicles are in operation, for example, 6:30 am to 9:30 am; Noon to 1:30 pm; 4:30 to 6:00 pm): Click or tap here to enter text.

For each block of time entered above, the name and telephone number of the contact people during those times is: Click or tap here to enter text.

Supervision of children while in transport is the responsibility of (enter driver, monitor or combination of drivers and monitors): Click or tap here to enter text.

Transportation personnel will respond to disruptive behavior, including children unbuckling seat belts or refusing to remain seated using the following steps (describe what immediate actions will be taken if these situations occur during transit, when do these situations get reported to the program, when do these situations get reported to the parent, when do these situation get reported to EEC): Click or tap here to enter text.

Transportation personnel will respond to a medical emergency using the following steps (describe what immediate actions will be taken if these situations occur during transit, when do these situations get reported to the program, when do these situations get reported to the parent, when do these situations get reported to EEC): Click or tap here to enter text.

The driver has access to the following communication system in the vehicle: Click or tap here to enter text.

The procedure for the transportation personnel if the child is not present at the pick-up location, or if the parent or approved adult is not present to receive the child at drop-off is: Click or tap here to enter text.

If the vehicle becomes disabled the transportation personnel will take the following action (include what immediate actions will be taken if this situation occurs, when do these situations get reported to the program, when do these situations get reported to the parent, when do these situation get reported to EEC): Click or tap here to enter text.

Moving violations or accidents that occur wile children are being transported will be reported as follows (include what immediate actions will be taken if this situation occurs, when do these situations get reported to the program, when do these situations get reported to the parent, when do these situation get reported to EEC): Click or tap here to enter text.

Our program ensures compliance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, Section 504. Whenever possible, children with disabilities will be transported in the same vehicles used to transport other children.

If we subcontract with a transportation company, we have attached the current contract to this transportation plan and the contract includes provisions for the transportation to notify us of any accidents, vehicle breakdowns, and moving violations that are cited while children are being transported.

We make a copy of our transportation policies and procedures available to educators, drivers, monitors and parents on request.

7.13(4)

Vehicles used for transportation of more than eight passengers at any one time and the driver thereof conform to the Massachusetts school bus requirements. This information is documented and updated as needed on the EEC Transportation Vehicle File Checklist and EEC Transportation Driver/Monitor File Checklist.

Vehicles for transportation of eight or fewer passengers at any one time and the driver thereof conform to the requirements as contained in M.G.L> c. 90 S7(D) as applicable. This information is documented and updated as needed on the EEC Transportation Vehicle File Checklist and EEC Transportation Driver/Monitor File Checklist.

Transportation personnel receive an orientation to this Transportation Plan.

Select one of the following and continue:

 [ ] We do not receive EEC transportation subsidy funding.

 [ ] We do receive EEC transportation subsidy funding and we have attached our required Transportation Oversight Plan.

At least one person on each vehicle is currently certified in first aid and CPR.

The driver of the vehicle will be instructed by our program to remain alert and not be distracted by telephone, radio or other communications.

One particular driver is regularly assigned to each route.

Our plan for use of substitute transportation personnel, including their full compliance with all EEC and RMV requirements, is (describe how the program is notified of the need for substitute staff, how substitute staff will be assigned, what communication is made to children and families about substitute assignment, limitations on duration of substitute, if any): Click or tap here to enter text.

Transportation personnel are trained in taking attendance before and after each trip, trained in the protocol for before and after trip inspections for RMV and EEC requirements to ensure children are not left alone in a vehicle at any time. Our policy and protocol in these areas is: Click or tap here to enter text.

Smoking is not permitted in the vehicle when children are present, if smoking has occurred int eh vehicle it is properly ventilated prior to use by children.

7.13(5)

Vehicle liability insurance meets or exceeds Injury per person $100,000; Injury per accident $300,000; Property damage: $5,000.

7.13.(6)

Children in vehicles will not exceed the number of seats therein at any time and all children must be seated when the vehicle is in operation.

Suitable car seats, safety carriers, restraints or seat belts are provided for and used by each child, driver and attendant in all vehicles containing fewer than 16 passenger seats. All car restraints meet the U.S. Department of Transportation Federal Motor Vehicle Safety Standards guidelines and are crash tested and child approved. Describe who conducts car seat inspection for expiration date and general condition and the frequency of the checks: Click or tap here to enter text.

Children younger than 12 years old are not transported in the front seat of any vehicle equipped with airbags.

When more than eight children are being transported, an attendant other than the driver will be in the vehicle.

Children’s emergency contact information is carried in the vehicle whenever children are present.

Sharp, heavy or potentially dangerous objects are placed in the trunk or cargo area and securely restrained when transporting children.

Program staff will identify and communicate to the transportation personnel of the vehicle any information that may assist in transporting a child, including, but not limited to, any medical or behavioral problems. Who on program staff is responsible for sharing this information: Click or tap here to enter text.

Drivers of the vehicle will release children only to persons known or identified to the driver and authorized by the parent(s) in writing to receive the child.

Children are not regularly transported for periods longer than 45 minutes one way between their home or school and the program.

A first aid kit, seat belt cutter and emergency numbers for the children are easily available in all vehicles.

A working mechanism for making emergency telephone calls is available on each vehicle during transport. Describe what mechanism is used, radio, personal or business cellphone: Click or tap here to enter text.

Every accident involving transportation services is reported in accordance with applicable accident reporting laws and requirements. Describe who receives the accident report, who makes the report, the timeframe in which reports are made, if the report is verbal or written or both. Click or tap here to enter text.

Printed name and signature of Licensee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name and signature of Program Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name and signature of Transportation Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_