This document is to support licensees that receive transportation funding in complying with applicable regulations. Complete the following sections as instructed. When this document is completed, signed and dated it serves as the required Transportation Oversight 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.

Our program contracts with a transportation company:  Yes  No

Our program operates the transportation services for children:  Yes  No

Our Transportation Coordinator’s name and contact information is: Click or tap here to enter text.

The Transportation Coordinator is responsible for hearing and addressing consumer concerns, complaints, or suggestions.

The person in our program who discusses with parents our transportation policies and the identity of the Transportation Coordinator is: Click or tap here to enter text.

Our Transportation Coordinator oversees all transportation related compliance activity:

Yes No, the other person/people involved and their areas of responsibility are: Click or tap here to enter text.

Our program policy and procedure when children or parents are not ready for pick-up and the maximum amount of time drivers will wait for unprepared families is: Click or tap here to enter text.

Our program policy and procedure when parents are not available at time of drop-off and the maximum amount of time drivers will wait for the arrival of an absent adult at drop-off is: Click or tap here to enter text.

Our program policy and procedure when a child cannot be dropped-off with an authorized adult and the amount of time professional staff will assume responsibility for trying to locate an absent parent or other emergency contact before taking additional steps such as filing a 51A with the DCF Area Office or after-hours hotline is: Click or tap here to enter text.

Our program policy and procedure in cases of family misuse of transportation service and the possible consequences is: Click or tap here to enter text.

This program ensures that all drivers and monitors that transport children to and from child care have completed the StrongStart Transporting Children training annually.

All drivers and monitors, whether employed by or contracted with, are registered in the Professional Qualifications Registry and is kept updated annually. Our process for ensuring the registration of transportation personnel is as follows: Click or tap here to enter text.

This program’s procedures or the procedures of the transportation contractor hired by our program in the following areas are:

1. The supervision and monitoring of drivers and monitors (include how often staff performance is observed and reviewed): Click or tap here to enter text.
2. The criteria and procedures for hiring drivers and monitors is: Click or tap here to enter text.
3. The procedure for discipline of drivers and monitors including suspension and dismissal is: Click or tap here to enter text.
4. The procedure for handling complaints filed against drivers and monitors is: Click or tap here to enter text.
5. The procedure for coverage when drivers or monitors are absent is: Click or tap here to enter text.

The procedure, person responsible and timeline for our program to notify EEC of substantial changes to the transportation program (including changes in Transportation Coordinator; a change in how transportation services are provided by us as provider to a transportation contractor, a change in the transportation contractor; or changes in this plan) is: Click or tap here to enter text.

The written transportation plan pursuant to 606 CMR 7.13, this Transportation Oversight Plan, and if applicable, the contract held with a transportation company, will be provided to all transportation personnel. A signed statement from each driver and monitor indicating receipt and training on transportation plans, policies and contracts for this program will be kept in their personnel file.

If applicable, any contract with a transportation company includes provisions for the transportation company to notify our program of any accidents, vehicle breakdowns, any moving violations that are cited while children are being transported.

Unless parents have previously notified our program of the child’s absence or alternative arrival time, our program shall immediately notify parents (or emergency contacts, if necessary) if a child, either transported by our program or a transportation company, does not arrive at our program within 30 minutes of their scheduled arrival time. Our process of when and how the driver notifies the program, when and how the program contacts the parents/emergency contacts is: Click or tap here to enter text.

Our program requires transportation personnel to carry and complete an EEC Transportation Policy compliant passenger log for each route, with the full name of each child transported, and the time of pick-up/drop-off.

Our program ensures that drivers, as soon as possible upon dropping-off the last child of each trip physically walks through the vehicle to inspect all seat surfaces, under the seats and all compartments or recesses in the vehicle’s interior and then signs the passenger log verifying doing so and notes the time of completion.

Our program ensures that after the driver completes their walk through of the vehicle a designated second reviewer completes a walk through of the vehicle after each trip to inspect all seat surfaces, under the seats and all compartments or recesses in the vehicle’s interior and then signs the passenger log verifying doing so and notes the time of completion.

Implementation of the Transportation Plan that complies with 606 CMR 7.13 to ensure drivers have child’s emergency contact information; child’s behavioral or medical problems; and identity of authorized persons to receive the child is achieved by: Click or tap here to enter text.

Listed here are other policies and procedures of this program in addition to the above requirements: 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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