

Transportation Requirements Summary December 2020

Use this summary to identify the steps to comply with transportation service expectations based on 606 CMR 7.13, type of provider and EEC subsidy status. EEC Funded Programs should refer to Compliance Requirements 8.08(2). **Sample** documents may be used as shown or providers can create their own version as long as it contains the information shown in the **Sample** document. **Suggested** documents although not required, are highly recommended for programs to use.

	Family Child Care No EEC subsidy received	Family Child Care Receives EEC subsidy	Group/School Age Care No EEC subsidy received	Group/School Age Care Receives EEC subsidy	EEC Funded Program No EEC subsidy received	EEC Funded Program Receives EEC subsidy
Written Plan for Transportation	Required	Required	Required	Required	Required	Required
Guidance Workbook on Developing the 7.13 Transportation Plan	Sample	Sample	Sample	Sample	Sample	Sample
Written parental consent for each child's transportation plan	Required	Required	Required	Required	Required	Required
Sample Written Parental Consent for Each Child's Individual Transportation Plan	Sample	Sample	Sample	Sample	Sample	Sample
Transportation Oversight Plan	Suggested	Required	Suggested	Required	Suggested	Required
Guidance for Developing the Transportation Oversight Plan	Sample	Sample	Sample	Sample	Sample	Sample
Guidance Workbook on Developing the Transportation Oversight Plan	Sample	Sample	Sample	Sample	Sample	Sample
EEC Background Record Check for all transportation personnel, kept on-site	Required	Required	Required	Required	Required	Required
RMV 7D/school bus licensure for driver, kept on-site	Required	Required	Required	Required	Required	Required
First Aid/CPR trained adult on vehicle	Required	Required	Required	Required	Required	Required
PQR enrolled for all transportation personnel	Required	Required	Required	Required	Required	Required
StrongStart annual training certificate, for all transportation personnel, kept on-site	Required	Required	Required	Required	Required	Required
Transportation personnel trained on Transportation Plan	Required	Required	Required	Required	Suggested	Suggested

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Transportation personnel trained on Transportation Oversight Plan	Suggested	Required	Suggested	Required	Suggested	Required
Transportation Personnel trained on EEC Financial Assistance Policy Guide Appendix E	Not Applicable	Required	Not Applicable	Required	Not Applicable	Required
Transportation Personnel trained on EEC Transportation Policy	Required	Required	Required	Required	Suggested	Required
Transportation Personnel trained on Transportation Passenger Log	Required	Required	Required	Required	Required	Required
Sample Transportation Passenger Log	Sample	Sample	Sample	Sample	Sample	Sample
Transportation Driver and Monitor File Checklist	Suggested	Required	Suggested	Required	Suggested	Required
Sample Transportation Personnel Verification of Receipt of Plans and Training	Sample	Sample	Sample	Sample	Sample	Sample
Vehicle Compliance Requirements	Required	Required	Required	Required	Required	Required
Transportation Vehicle File Checklist	Suggested	Required	Suggested	Required	Suggested	Required
Sample Car Seat Checklist	Sample	Sample	Sample	Sample	Sample	Sample
Required Family Child Care Notice to Parent Regarding Supervision of Children Involving Transportation	Required	Required	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Family Child Care Policy Supervision While Accompanying a Child To and From a Vehicle	Required	Required	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Financial Assistance Required Parent Transportation Request Form	Not Applicable	Required	Not Applicable	Required	Not Applicable	Required
Guidance on Developing a Transportation Services Contract	Sample	Sample	Sample	Sample	Sample	Sample