

**Child Care Center Transportation Requirements  
as required by Rule 5101:2-12-18 and 5101:2-12-20**

**Centers are required to meet Staff/Child ratios on all field trips and routine trips (Rule 5101:2-12-18). Ratio requirements are outlined in Rule 5101:2-12-20.**

**On routine trips, the driver shall be an employee of the program or a child care staff member with the exception of contracted bus services.**

**In order to meet staff/child ratios, there must be the required number of adults (whether it is the driver, second adult or a child care staff member) to meet staff member qualifications of Rule 5101:2-12-25. This rule requires child care staff members (ccsm) to have a High School diploma or a GED.**

**Rule 5101:2-12-18 outlines second adult requirements when transporting children.**

**The attached chart outlines the specific ratio/second adult requirements to be maintained when centers transport children. This chart outlines the required number of staff members needed to meet ratio for each group of children differentiating between drivers with a High School diploma or GED, and drivers who do not have a High School diploma or GED.**

**Upon inspection, if a program does not meet staff/child ratios on the buses when transporting children due to the driver not having a high school diploma or GED, the center is advised of the rule requirements and the noncompliance is noted. The center is to address the noncompliance in writing within 30 days of the inspection and the center is given six months from the date of inspection to reach compliance.**