



Transportation Guidelines

and Driver Handbook for Licensed Child Care Programs





Prior to Beginning:

- The administrator or designee who will be conducting the training should thoroughly read the handbook.
- Throughout the training there are instructions to review center specific written policies and procedures. Review the checklist of the policies and procedures found on page iii of the handbook. If the center does not already have these in place, they should be developed prior to beginning the training.



Prior to Beginning:

- Print and have available for review the following:
 - Center specific policies and procedures
 - A copy of the rules which relate to transportation safety. These can be found at: <http://emanuals.odjfs.state.oh.us/emanuals/>.
 - All forms and checklists referenced in Appendix B of the handbook

Getting Started





Introduction

- All employees who are responsible for transporting children are required to complete this training.
- The training must be completed annually and must be conducted by the administrator or the administrator's designee.



Introduction

- As you complete this training, the trainer and staff member should read and review the corresponding written information found in the Driver Handbook.
- This training meets the ODJFS child care licensing requirements of Rule 5101:2-12-18.2 and 5101:2-13-18.2.



Introduction

- The Driver Handbook is organized into five chapters based on the topic areas required to be covered by Rule 5101:2-12-18.2 and 5101:2-13-18.2.
- At the end of the Handbook are additional resources and recommendations to further support programs in providing safe transportation.

Review pages v and 1 of Handbook for Introduction and Table of Contents.



Serious Risk Non-Compliances

ODJFS has designated certain rules, that if violated, present the greatest risk of harm to children. The serious risk non-compliances that relate to the required training topics are listed at the beginning of each chapter.

Review page 1 of Handbook for more information regarding the serious risk non-compliances.



Throughout the document you will see three symbols which represent the 3 “T’s” to safely transporting children:



Train



Track



Transport

Review page 3 of Handbook for definitions and use of symbols.



Chapter 1

Weekly Safety Inspection of Vehicle





It is important that the driver is familiar with the vehicle, its controls and its conditions. It is also critical to ensure that the vehicle is in good working condition before transporting children.



Serious Risk Non-Compliances

Serious Risk Non-Compliances related to weekly safety inspection include:

- ✓ Chemicals accessible to children
- ✓ Debris or hazards in vehicle which present a safety hazard

Review page 4 of Handbook for information regarding the serious risk non-compliances related to the weekly safety inspection.



All vehicles used for transporting children must have a weekly inspection.

- The center must maintain written documentation of the weekly inspection.
- Documentation must include necessary repairs or other appropriate action taken.



The following must be inspected weekly:

1. A visual inspection of the vehicle's tires which includes:
 - ✓ Tire Wear
 - ✓ Tire Pressure

Review pages 4 and 5 of Handbook for information and pictures explaining the inspection of vehicle tires, including the tips for longer tire life.



2. A visual inspection of the following:

- ✓ Headlights
- ✓ Taillights
- ✓ Turn signals
- ✓ Mirrors
- ✓ Windshield wipers
- ✓ Dash gauges

Review page 7 of Handbook for information and pictures explaining the inspection of the vehicle's lights, mirrors, wipers and gauges.



3. An inspection of properly functioning child and driver restraints.
4. An inspection of properly functioning doors and windows.
5. An inspection for and cleaning of debris from the vehicle's interior.

Review pages 8 and 9 of Handbook for information and pictures explaining the inspection of restraints, doors and windows and interior of vehicle.



The administrator should now explain the program's procedures for fueling the vehicle, including how to pay for fuel, when to re-fuel, and any documentation that the program may require staff to complete when re-fueling the vehicle.



The administrator should now explain the program's procedures for completing repairs which are noted during the vehicle safety inspection.



Locate the Guide to Completing a Safety Inspection found on page 38 in Appendix B. Together with the administrator, go to the vehicle and use this guide to complete a safety inspection.



Complete the sample JFS 1338 Weekly Vehicle Inspection and Vehicle Evacuation Drills Record, which is referenced in Appendix B. It is recommended that a copy of this form be kept in the vehicle so that it can easily be completed following each weekly inspection.



The administrator should now explain the program's procedures for maintaining the documentation of the completed inspection.



Chapter 2

Proper Use of Child Safety Restraints



Traffic crashes are a leading killer andcrippler of children. The single most important thing you can do to protect children is to buckle them up properly, every time.



Serious Risk Non-Compliances

Serious Risk Non-Compliances related to the use of safety restraints include:

- ✓ Seat belts not used by all children
- ✓ More than one person in a seat belt
- ✓ Standing or sitting on floor while vehicle is moving
- ✓ Children under 12 permitted in front seat



Serious Risk Non-Compliances continued:

- ✓ All seats not securely anchored
- ✓ Ohio law regarding car seats and boosters not followed
- ✓ Ohio Department of Education regulations regarding the use of large school buses not followed

Review page 4 of Handbook for information regarding the serious risk non-compliances related to the proper use of child safety restraints.



The proper use of child safety restraints includes:

- The correct use of lap belts
- The correct use of shoulder belts

Review pages 12 and 13 of Handbook for information and pictures explaining the proper use of lap and shoulder belts.



The proper use of car seats:

Note: It is only necessary to review this information if your program transports children who use car and/or booster seats.

- Review current Ohio laws regarding the use of car/booster seats.
- Review manufacturers instructions and car manual for proper installation.

Review pages 14 and 15 of Handbook for information and pictures explaining the proper use of car seats.



The administrator should now explain the program's policy on transporting children who need car seats on routine trips or on field trips. Details of how the program assures that car seats are installed properly should be discussed.



Chapter 3

Loading and Unloading Vehicle and Recording Children's Attendance





Making sure that staff are aware of the location of all children who are being transported is critical. It is very dangerous to leave a child behind or to lose a child, even for a short time.



Serious Risk Non-Compliances

Serious Risk Non-Compliances related to loading and unloading the vehicle and taking attendance include:

- ✓ Children enter or exit the vehicle from something other than the curb
- ✓ Driver does not conduct inspection at end of trip to assure vehicle is empty



Serious Risk Non-Compliances continued:

- ✓ Medical/physical care plan not taken on trip
- ✓ Supplies needed for performing medical procedures, including medication and administration of medication form, not taken on trip.

Review page 16 of Handbook for information regarding the serious risk non-compliances related to loading and unloading the vehicle and taking attendance.



Procedures to assure children safely arrive at their destination include :

- Loading at the program site
- Unloading at the destination
- Loading at the destination
- Unloading at the program site

Review pages 16-21 of Handbook for information regarding loading and unloading procedures, including the tips for supplies, releasing children, and checking the vehicle at destination.



The administrator should now explain any program specific policies regarding loading and unloading.



Attendance requirements include:

- Departing the program site
- Departing the destination

Review page 22 of Handbook for information regarding attendance requirements.



The administrator should now explain and review any forms that the program uses to document attendance.



Chapter 4

Evacuation Procedures



In case of an emergency, staff must know the safest and quickest way to evacuate the vehicle. Practicing these routines will help to make sure children and staff are better prepared if evacuation is necessary.



Evacuation drills must:

- Be practiced monthly during the months when the vehicle is used for transporting children
- Take place on the program's premises
- Be documented with information including the date of the drill and the staff involved

Review pages 24 and 25 of Handbook for information regarding evacuation procedures.



The administrator should now review any program specific policies and/or procedures that the staff member needs to be aware of concerning evacuation.



Chapter 5

Behavior Management During Transportation





Staff need to understand children's typical behaviors and be able to use age appropriate guidance and management techniques.



Serious Risk Non-Compliances

Serious Risk Non-Compliances related to behavior management include the use of the following prohibited techniques:

- ✓ Abuse, neglect, or extreme techniques
- ✓ Use of corporal punishment
- ✓ Use of physical or other restraints, other than to hold a child for a short period of time, so they may regain control
- ✓ Subjecting children to verbal abuse



Serious Risk Non-Compliances continued:

- ✓ Placing children in a confined or locked area
- ✓ Withholding food, rest, or toilet use
- ✓ Confining children to equipment
- ✓ Isolating and restricting children from all activities for an extended period of time

Review pages 26-27 of Handbook for information regarding the serious risk non-compliances related to behavior management during transportation.



The following practices should be observed when managing behavior during transportation:

- Set age appropriate expectations
- Set appropriate rules
- Address behavior concerns

Review pages 26-29 of Handbook for information regarding behavior management, including the tips for encouraging appropriate behavior and setting rules.



The administrator should now review:

- ✓ the program's behavior management and discipline policies
- ✓ rule 5101:2-12-22 (program) or 5101:2-12-13 (Type A) of the Administrative Code



Additional Resources and Recommendations

Appendix A includes additional resources and recommendations to further help programs provide safe transportation experiences:

- ✓ Serious Risk Non-Compliances related to transportation
- ✓ Recommended emergency procedures
- ✓ Pre-trip planning and safety reminders
- ✓ Checking tire pressure with a gauge
- ✓ Web site resources



Serious Risk Non-Compliances

Additional Serious Risk Non-Compliances related to transportation include:

- ✓ All drivers must be:
 - 18 years old
 - have a valid driver's license
 - be free from the influence from a substance which impairs their driving ability
- ✓ All vehicles used to transport children must have an annual vehicle safety check by an approved entity



Serious Risk Non-Compliances continued

- ✓ The annual safety inspection must be documented on the prescribed form, and any noted problems corrected
- ✓ Ratios must be maintained at all times
- ✓ Second adult requirements must be met during transportation and while on all routine and field trips

Review page 31 of Handbook for information regarding the serious risk non-compliances related to transportation.



Additional Resources and Recommendations

Recommended emergency procedures include:

- Accidents
- Tornados
- Breakdown of vehicle

Review pages 31 and 32 of Handbook for information regarding emergency procedures during accidents, tornados, and breakdown of vehicle.



Additional Resources and Recommendations

Safety reminders include:

- Pre-trip planning
- Safety reminders
- Crossing railroad tracks
- Checking tire pressure with gauge

Review pages 32 and 33 of Handbook for information regarding pre-trip planning, safety reminders, crossing railroad tracks, and checking tire pressure with gauge.



Additional Resources and Recommendations

Appendix B includes:

- Ohio Highway Safety Patrol Vehicle Sticker Guide
- Guide to Completing a Safety Checklist
- Table listing prescribed and sample ODJFS forms

Review pages 37-39 of Handbook for information regarding forms and checklists.



Additional Resources and Recommendations

Appendix C: Review Questions



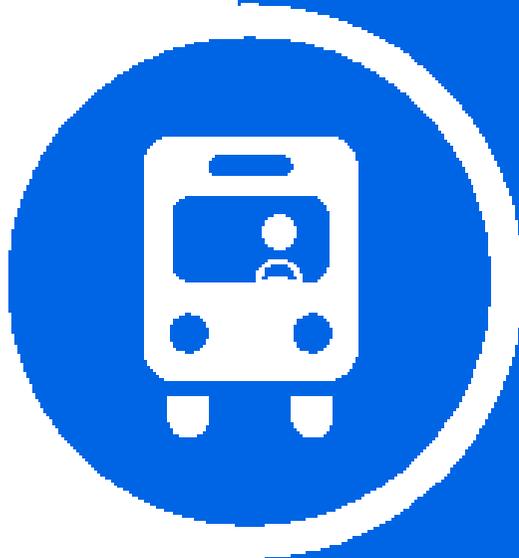
Now that you have finished the training, complete the review questions found on pages 40-43 in Appendix C.

When finished, review the answers found on page 46 and 47 in Appendix E with the administrator.

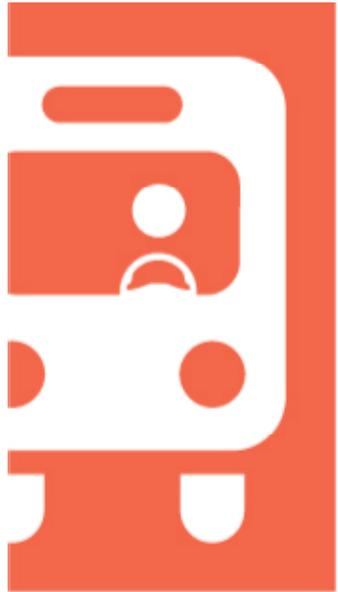


After Completing the Training:

- Document that the staff member has completed the training. The JFS 1307 in-service training form must be used for this verification. The administrator should indicate that it was completed via electronic media.
- Each staff member can receive up to two hours of in-service credit at the completion of the training.



Now that you have completed your training and effective tracking systems are in place, you are ready to transport!



Thank You

If you have questions regarding this training, please contact your licensing specialist or the help desk at 1-866-886-3537, option 4.

