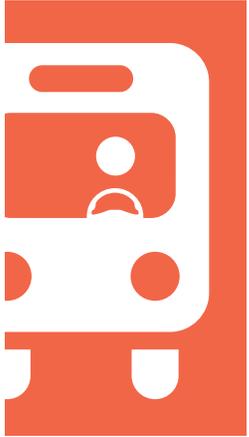




Department of  
Job and Family Services

TO STRENGTHEN OHIO'S FAMILIES WITH SOLUTIONS TO TEMPORARY CHALLENGES



# Transportation Guidelines and Driver Handbook for Licensed Child Care Programs





## An Introduction to the Transportation Guidelines

All employees who are responsible for transporting children are required to complete this training. This training must be completed annually and should be conducted by the administrator or the administrator's designee. This training meets the child care licensing requirement of Rule 5101:2-12-18.2 and 5101:2-13-18.2.

When reviewing this transportation curriculum with the driver a copy of the rules which are required to be available to staff should be on hand for easy reference. The rules can also be found at: <http://emanuals.odjfs.state.oh.us/emanuals/>. Any procedures outlined which are not rule requirements are strictly recommendations. Prior to beginning the training the driver should review Rule 18, 18.1 and 18.2.

Field trips provide important learning experiences for children and can be a great way to enhance the educational opportunities of your program. For many programs, transporting school age children on a daily basis is a fact of life. It is important that no matter what the reason for transporting children, the experience be a safe one for the children involved.

Research clearly shows that when children are transported away from the program, the risk to their safety increases. For this reason, administrators and staff members need to be aware of precautions they can take to help minimize these risks. This training has been developed to help child care programs develop and implement systems to ensure transportation experiences are safe.

Additionally, parents who use their vehicle to transport children on four or more field trips per calendar year are required to perform weekly safety inspections of their vehicles during the weeks they transport. They are also required to complete the monthly emergency exiting practice during the months they transport children. Although these parents are not required to complete this training, it is recommended that they review Chapters 1 and 4 prior to transporting children.

The information contained in this manual has been obtained from the National Highway Traffic Safety Administration (NHTSA), Ohio Department of Transportation: Highway Safety, and the Ohio Department of Public Safety.

### Prior to beginning the training the administrator or designee should:

- Read through the Handbook so you are familiar with the information.
- Provide center specific policies and procedures to the employee completing the training. Throughout the Handbook you will see these policies and procedures referenced. When you come to these sections you should stop the training and review the policies and procedures. These should be developed prior to beginning the training. A list of recommended written policies and procedures can be found below.
- Print off all of the forms and checklists referenced in Appendix B of the Handbook. These will be referenced throughout the training and should be readily available. Please note that there are two different types of forms: prescribed forms (which may not be altered, and *must* be used by the program), and sample forms (which are *not* required to be used, but have been developed by ODJFS to meet the rule requirement). If the program chooses to develop its own form instead of using the sample form to meet the rule requirement, this should be done prior to beginning the training. There are also checklists that the program may choose to use as it develops systems to assure children are safe during transportation.

### If not already developed, the following policies and procedures should be created and made available for review with staff completing the training:

- Procedures for re-fueling the vehicle, including how to pay for fuel, when to re-fuel, and any documentation required to be maintained regarding the re-fueling/paying for fuel.
- Procedures for documentation, notification, and completion of repairs which are noted during the weekly safety inspection.
- Procedures for maintaining the documentation of the completed weekly safety inspection, including where the documentation should be filed/stored and for how long.
- Policy on transporting children who require car seats/booster seats. This should include details on how the program assures these seats are installed properly.
- Procedures on loading and unloading, including assuring the vehicle is checked for children prior to staff leaving the vehicle, and location of loading and unloading when at the program.
- Procedures regarding the use of attendance sheets, including reviewing center-specific form used, how to complete the form accurately, and where the center stores the completed forms.

- Policies and procedures regarding emergency situations and evacuations.
- Policies regarding behavior management and discipline.
- Any other policies or procedures related to transportation/field trips or topic areas addressed in this Handbook.

### After completing the training the administrator or designee should:

- Document that the staff member has completed the training. A sample form which can be used for this purpose is referenced in Appendix D of the Driver Handbook. This documentation should be kept on file in the employee's file for review by your licensing specialist.

This training can be used to meet in-service training requirements as outlined in Rules 5101:2-12-28 and 5101:2-13-28 if it is completed using the enclosed disk. The administrator should indicate on the JFS 1307 Inservice Training Form that it was completed as electronic media. The form is referenced in Appendix B. The administrator or designee should sign this form and include the employee's name and length of time of the training. Each employee can receive up to 2 hours of in-service at the completion of the training.

### Establishing Additional Policies and Procedures

The requirements listed are those that are outlined in licensing rules. A center may establish additional policies and procedures related to transportation as long as they do not conflict with licensing rules.



This Handbook has been organized into five chapters based on the topic areas required to be covered in the training. At the end of the Handbook are additional resources and recommendations to further help programs provide safe transportation experiences for children. There are also review questions which should be completed at the end of the training. Any questions which are answered incorrectly should be further reviewed. Finally, there is a sample training verification form which can be used by the program to document the annual completion of this training. A copy of the documentation should be kept in the employee's file for review by the licensing specialist.

A list of the forms referenced throughout this Handbook, along with the Web site where they can be found, is listed in Appendix B. The forms should be printed out prior to beginning the training so that they can be reviewed as they are referenced.



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ODJFS has designated rules, that if violated, present the greatest risk of harm to children. A violation of one of these rules results in a serious risk non-compliance. If there is a serious risk non-compliance, it will be designated in red both on the written report which must be posted at the program site, and on the compliance report available on the department's Web site. The serious risk non-compliances that relate to the required training topics are listed at the beginning of each chapter. There are additional serious risk non-compliances that relate to transportation and field trips, which are noted in Appendix A: Additional Resources and Recommendations.



**The 3 "T's" to safely transporting children:**



**Train**

All staff and employees who are participating in transportation activities with children must be appropriately trained. Throughout this Handbook you will see this icon. The icon indicates information which must be reviewed with staff prior to transporting children.



**Track**

Tracking systems must be developed to assure children are properly supervised and to assure inspections and checklists are completed. Throughout this Handbook you will see this icon. The icon indicates information on required inspections that must be completed, checklists to use as resources, and systems which should be developed and implemented to assure children are accounted for at all times.



**Transport**

Once training is completed and effective tracking systems are in place and being used, the program is ready to transport!



## 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 make sure that the vehicle is in good working condition before transporting children.*

It is required that for all vehicles used for transporting children, the program must maintain documentation that staff have performed weekly inspections followed by any necessary repairs or other appropriate action.

Please note: School buses and multifunction school activity buses are not required to complete this inspection. They must prepare the buses daily following the Ohio Department of Education's operational and safety rules of division 3301-83 of the Administrative Code. If you are unsure as to whether or not your vehicle meets this definition, please refer to the Ohio Highway Patrol Vehicle Sticker Chart found in Appendix B.



The following items must be inspected on a weekly basis:

### 1. A visual inspection of the vehicle's tires for wear and adequate pressure.

Good tire care improves vehicle handling as well as fuel efficiency and tire life. Proper tire maintenance can prevent such events as tread separations and tire blowouts which may cause loss of control of the vehicle. When not handled properly, these may result in a rollover. Low tire pressure can also increase stopping distances and the chance of hydroplaning on wet surfaces.



## Tire Wear

- Inspect all tires for uneven wear patterns on the tread, cracks, or other signs of wear or trauma. Remove bits of glass and other foreign objects wedged in the tread.
- Make sure the tire valves have valve caps.
- Tires have built-in treadwear indicators that let you know when it is time to replace the tires. These indicators are raised sections spaced intermittently in the bottom of the tread grooves. When they appear even with the outside of the tread, it is time to replace your tires.
- You can also test your tread with a Lincoln penny. Simply turn the penny so Lincoln's head is pointing down and insert it into the tread. If any portion of Lincoln's head is not covered it is time to replace your tires.

A



Check for bad tread.



Check for trauma to tread.

B



Make sure tire valves have valve caps.

C



Check built-in treadwear indicators.

D



Tread in good condition.



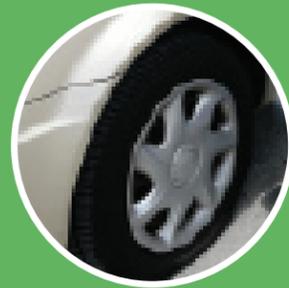
Worn out tread.



A

### Tire Pressure

A. Because tires may naturally lose air over time, it is important to check to make sure they are properly inflated. This should be done by a visual inspection of all four tires. If the tires appear to need additional air, this can be added at a service station.



Not inflated properly.



Inflated properly.



### Tips for longer tire life:

- Slow down if you have to go over a pothole or other object in the road.
- Do not run over curbs and try not to strike the curb when parking.

See additional resources for checking tire pressure in Appendix A.

For information on how to properly use a tire pressure gauge, please refer to Appendix A – Additional Resources and Recommendations.



## 2. A visual inspection for working headlights and taillights, signals, mirrors, wiper blades and dash gauges.

### Working Headlights, Taillights and Signals

A. Inspect all headlights and taillights to assure they are working properly. Check both front and back and left and right turn signals. Check to make sure that headlights, taillights, and turn signals are not covered with snow or other debris.

### Mirrors, Windshield Wipers and Dash Gauges

B. Check the rearview and side mirrors to make sure they are not broken and are adjusted properly. Check to make sure side mirrors are not covered with snow or other debris.

C. Check the wiper blades to make sure they are working and in good repair, and that they make full contact with the windshield.

D. Check all gauges and/or indicator lights to assure they are in good working order and all are within normal ranges. Check the fuel level. The vehicle must be fueled, if needed, prior to leaving for a trip. *Children may not be present in the vehicle while it is being refueled unless the trip is so long that refueling must take place en route, after starting the trip with a full tank.*

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.

A



Check the headlights.



Check the taillights.

B

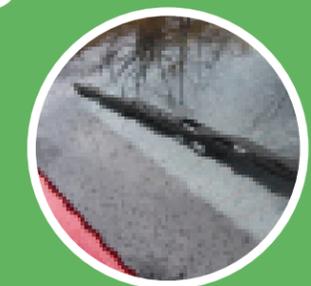


Adjust the mirrors.



Clear off any snow or debris.

C



Check the wiper blades.

D



Check all gauges and indicator lights.



A

### 3. An inspection for properly functioning child and driver restraints.

Safety belts and child restraints have been designed to protect drivers and passengers from injury if they are involved in a vehicle crash. Seat belt use helps prevent the risk of ejection during a crash. If child and driver restraints are not functioning properly, the risk of injury during an accident increases.

#### Child and Driver Restraints

- Check to make sure belts and shoulder harnesses are within reach. Belts can get tangled or pushed down into the seat and not be easily accessible.
- Check that all belts fasten properly into their buckle.
- Pull on all belts to make sure they are properly anchored.

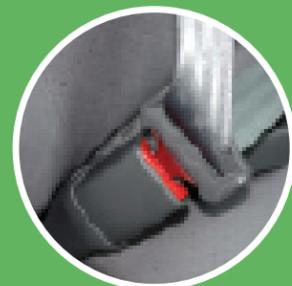
B



C



Make sure seat belt is within reach.



Make sure seat belt fastens properly.



Pull belt and make sure belt is anchored.



A

### 4. An inspection for properly functioning doors and windows.

- Windows should be clean with no cracks.
- All doors should open and shut properly and should be able to be opened from the inside as well as from the outside.

B

### 5. An inspection for and cleaning of debris from the vehicle's interior.

Loose items can present a tripping hazard as well as become a projectile if the vehicle were to make a sudden stop or be involved in an accident.

- Check to see that the vehicle is clean with no items that could be harmful to children (tire jack, washer fluid, tools, etc.).

C

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



Make sure windows are clean with no cracks.



Check that all doors work properly.



Vehicle should be clean and free of harmful items.



Now that training has been completed, take these forms together with the administrator, go out to the vehicle and complete a safety inspection.

Locate the Guide to Completing a Safety Inspection and download the JFS 01338 (9/2006) Weekly Vehicle Inspection and Vehicle Evacuation Drills Record referenced in Appendix B. The Guide to Completing a Safety Inspection has been developed to give the driver a complete step by step guide to use when completing the required weekly safety inspection. The "Weekly Vehicle Inspection and Vehicle Evacuation Drills Record" is a sample form created for programs to document that the weekly inspection has been completed. A copy of each of these forms should be kept in the vehicle for easy reference for the driver.

Following completion of the safety inspection, the administrator should explain the program's procedures for maintaining the documentation of the completed inspection.



*Having a plan in place and procedures for the transportation of children is essential.*





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.

Proper Use of Seat Belts

- A. The lap belt must fit low and tight across the upper thighs. Make sure the child sits straight against the seat back. Keep the belt snug. If the lap belt rides up onto the tummy, it can cause serious injuries in a crash.
- B. The shoulder belt should rest over the shoulder and across the chest. If the shoulder belt fits so poorly that it goes across the neck or face of the child, raise the child with a belt-positioning booster.
- C. Never put the shoulder belt under the child's arm or behind the child's back. This can cause severe internal injuries in a crash.



The picture above is from the Missouri Buckle Up For Safety Campaign

A



Check and adjust the lap belt.

B



Check and adjust the shoulder belt.



C



Never put the shoulder belt under the arm,



OR behind the back.



SERIOUS RISK NON-COMPLIANCES

If the program were to be out of compliance with any of the following rules related to the proper use of child safety restraints, it would result in a serious risk non-compliance.

- If the vehicle used to transport children is manufactured with seat belts, they must be used by the adults and children.
- No more than one person may be strapped in each seat belt.
- Children or adults shall not be permitted to stand in a moving vehicle or sit on the floor.
- Children under 12 are not permitted to be seated in the front seat of the vehicle.

- All seats must be securely anchored.
- Ohio law requirements regarding the use of car seats and booster seats must be followed.
- Programs utilizing large school buses operated by school districts are required to follow Ohio Department of Education requirements regarding child safety seat regulations.

(National Highway Traffic Safety Administration (NHTSA) Child Safety Seat Recommendations are found in the Appendix of Rule 5101:2-12-18 and Rule 5101:2-13-18.)



### Proper Use of Car Seats

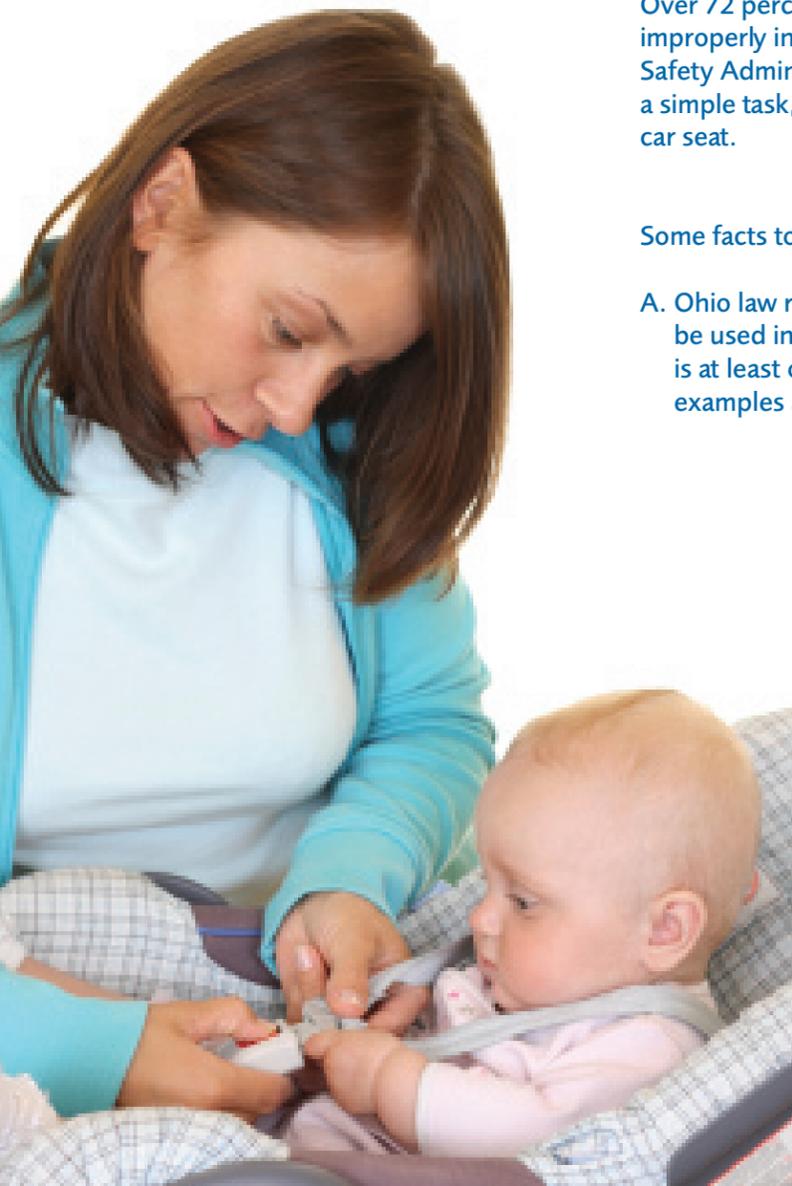
It is only necessary to review the proper use of car seats section if your program transports children who use car and/or booster seats. If you are transporting only school age children, who do not use a car or booster seat, please proceed to Chapter 3.

This training is not designed to teach you how to install seats, but to help you understand your important role in assuring that the children in your care have the safest ride possible.

Over 72 percent of child restraint systems on the road today are improperly installed according to the National Highway Traffic Safety Administration. While installing a car seat may seem like a simple task, it can take up to 20 minutes to properly install a car seat.

Some facts to keep in mind when using car seats:

A. Ohio law requires that infant-only or convertible seats be used in the rear-facing position until an infant is at least one year old and at least 20 pounds. Some examples are shown in example A.



A



Infant-only or convertible seats.



B



Forward-facing seats.



C



Booster seats.



- B. Forward-facing seats may be used for children who are over 20 pounds and at least one year old. Some examples of these types of car seats are shown in example B.
- C. Ohio law shall be followed regarding the use of booster seats for children.
- D. Car seats must be installed using the car seat and vehicle manuals for proper installation. A misused safety seat may not be effective in a car crash. For additional information call 1-866-CAR-SEAT (227-7328).
- E. If the program uses the parents' car seats to transport children, it should obtain the car seat installation instructions from the parent. Use the owner's vehicle manual in conjunction with the car seat instructions to assure proper installation.

For more information on how to properly install child safety restraints, please contact 1-866-CAR-SEAT (227-7328).

The administrator should discuss 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.*



- The program should establish a specific curbside space for loading and unloading the vehicle. This area should be specified in such a way that other vehicles do not use/block this space.
- The vehicle should be moved up to the curbside loading space prior to the children exiting the building for loading. If the driver does not remain in the vehicle, the vehicle should be turned off and the key removed during loading and unloading. If the driver does remain in the vehicle, the vehicle should be in park.
- The program should have a designated space for the children to stand until loading is completed.
- Prior to leaving the building the staff should do a face to name attendance check. The attendance record must remain with the staff member in charge at all times.
- Children should load and unload only when directed by the driver or staff member. Children should leave the building in an orderly fashion – not running ahead or remaining behind. Children must be within sight and hearing of the staff member at all times.
- No child under the age of 12 may sit in the front seat of any vehicle.



**Loading Procedures at the Program Site**

- Before starting to load the children, the driver should check to see that all the supplies that need to be taken on the trip are on the vehicle or easy to grab and ready to go. These should include:
  - Complete first aid kit (in addition to all required items, soap or waterless sanitizer and bottled water are required to be in field trip or transportation first aid kits; an instant cold pack is also required to be in the first aid kit, if ice is kept in the freezer by the program; if the program is transporting school age children a tooth preservation system is also required if milk is used at the program).
  - Child's JFS 01236 Medical/Physical Care Plan for any child who has a health condition which could require special procedures or precautions during the course of the trip.
  - It is recommended that the driver or another staff member be trained on how to perform any necessary medical procedures.
  - Supplies needed to provide the treatment or procedure (i.e. inhaler, EpiPen) and the completed administration of medication form.
  - Attendance listing each child on the trip.
  - A working cellular phone or other means of immediate communication.



**SERIOUS RISK NON-COMPLIANCES**

**If the program were to be out of compliance with any of the following rules related to loading and unloading of vehicles and recording of attendance of children, it would result in a serious risk non-compliance.**

- The driver must see that each child boards and exits the vehicle from the curb side of the street and out of the path of moving vehicles.
- The driver must conduct a check of the vehicle at the completion of each trip to ensure that no child has been left unattended on the vehicle.
- If any child has a medical/physical care plan, it must be taken on every trip.
- Any supplies needed for performing necessary procedures for children with a medical/physical care plan must be taken on all trips – including any medication and the completed administration of medication form.

**Tips for necessary supplies:**

- Make a copy of all medical/physical care plans and administration of medication forms and keep a copy in the vehicle so you don't have to remember to take a copy with you each time. The program should be cautious about leaving medication on vehicles as extreme temperatures can damage some medications.
- The program should establish a procedure for making sure cell phones are always charged. Vehicle chargers can be purchased so that the cell phone can be charged while transporting.
- Place the first aid kit in a back pack, which you place on the vehicle. This way you never forget it and it is easy to transport once you reach your destination.
- Attach attendance sheets to a clip board or secure in a binder to provide easy access and marking.



### Tips for loading and unloading:

Parking lots can be very dangerous places as vehicles are arriving and departing. It is important that the program establish a procedure for children to follow as they load and unload the vehicle. Make sure that all drivers and children are aware of this procedure and follow it so that it becomes routine. Children must be within sight and hearing at all times.

- Once all the children are in the vehicle the driver should take a name to face attendance again to make sure all children are aboard.
- Have the children store their back packs and other items under the seat and out of the aisle ways to prevent tripping and easy evacuation.
- The driver needs to ensure that all children are properly seat belted, especially when children are fastening the seat belts themselves. The driver should visually check to make sure all children are properly seat belted. Do not begin driving before all children are seated, belted and facing forward.



### Unloading Procedures at the Destination

- If possible, the program should determine the safest place to drop off children prior to arriving at the destination.
- No child should exit from a door of the vehicle that is not at curbside.
- The vehicle should be put into park before any children begin to exit. If a child needs help exiting the vehicle, the driver should turn off the vehicle, remove the keys, exit the vehicle, open the curbside door and help the child out of the vehicle.
- Face to name attendance should be taken as the children exit the vehicle.
- The driver must conduct a check of the vehicle at the completion of each trip to ensure that no child has been left on the vehicle.

### Tips for unloading:

The program should call the school or other destination prior to the trip to ask where a safe curbside drop off point is located.



- At the conclusion of some trips, the child may be released to another responsible adult (program may be transporting children to home or may drop child off at another program). If this is the case, the program should have a written policy describing what to do if the responsible adult is not present to meet the child.



### Tips for checking vehicle at destination:

- Children often fall asleep and slump down so that just looking in the rearview mirror or looking toward the back of the vehicle will not ensure that all children are off of the vehicle. The driver must check each row of seats visually to determine that all children are off of the vehicle. If there is an aisle the driver needs to walk to the back of the bus, checking each row to make sure all children have exited.
- Have a sign at the back of the vehicle, one side indicating "vehicle empty" and the other side indicating "seat belts checked." Upon leaving for a trip, the driver would check that all seat belts are properly fastened and flip the sign to "seat belts checked." Upon arriving at the destination, the driver would walk to the back of the vehicle, assuring no children are still on the vehicle, and flip the sign to "vehicle empty."

### Tips for releasing children to other adults:

- Prior to transporting children, review the program's policy with the responsible adult who will be meeting the child. Make sure they are aware of procedures they must follow if there is an emergency and they are unable to meet the child.
- Have a contact list of each individual responsible for meeting the child along with a phone number, so that in the event they are not present to meet the child you can contact them.



### Loading at the Destination

- The driver must load children from the curbside.
- Name to face attendance should be taken as the children enter the vehicle. If a child who is scheduled for pick up does not arrive at the vehicle the driver should call the school/destination and ask for the whereabouts of the child or send in the second adult on the vehicle if applicable. The driver may not exit the vehicle to search for the child and leave the other children unattended in the vehicle.
- The driver should ensure that all of the children are properly seat belted before pulling away from the curb. A visual check should be made.

### Tips for children who do not arrive at the vehicle:

- The driver should have a listing of all numbers that may be needed to call to check on the whereabouts of a child. This should include the school's/destination's number and the parent's number to call to see if the child was picked up and the program was not notified.
- The driver should not accept the word of other children that the child went home with a parent or left the school for another reason. The driver should check with the school.



### Unloading at the Program Site

- The driver should pull the vehicle up to the specified curbside drop off point.
- Children should be encouraged to collect all of their belongings before exiting the vehicle.
- Name to face attendance should be taken as the children exit the vehicle to ensure that no child is left on the vehicle.
- The program should have a designated space for the children to stand until unloading is complete.
- The children should remain within sight and hearing of the driver until they can be escorted into the building. The children should not enter the building on their own.
- The driver needs to check the vehicle to assure that all children have exited the vehicle.
- If the driver is dropping off children and going on another vehicle run, the driver must assure children are in the care of another staff member. They may not just drop the children off at the program door and go on another vehicle run. The driver should also hand the attendance sheet over to the staff member meeting the children to ensure that person is aware of who has arrived at the program site.

The administrator should discuss any program-specific policies and procedures regarding loading and unloading.





## Attendance Requirements



### Departing Program Site

- Name to face attendance should be taken before leaving the program. It is not enough to do a head count as it is easy to miscount.
- Name to face attendance should be taken on the vehicle before leaving the program to ensure that all children made it onto the vehicle.
- The driver should check off the children as they exit the vehicle at the destination.
- Remember that if the program is participating in a field trip, upon arrival at the field trip location, children must be assigned to a specific staff member. Each staff member should have a list of each child who is assigned to them.
- If parents are driving on field trips, staff should document who is assigned to each parent's care and then take the attendance upon arrival at the destination. Parents may not be responsible for maintaining attendance lists.



### Departing Destination

- Name to face attendance should be taken as the children enter the vehicle. If a child who is scheduled for pick up does not arrive at the vehicle the driver should call the school/destination and ask for the whereabouts of the child or send in the second adult on the vehicle if applicable. The driver may not exit the vehicle to search for the child and leave the other children unattended in the vehicle.
- Name to face attendance should be taken as the children exit the vehicle.
- Attendance must be taken by the teachers in each classroom as the children enter to ensure the accounting of all children.

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

*On an average day, four children under the age of 14 are killed, and approximately 600 are injured in motor vehicle crashes here in the United States.*

*Nationally, in 2005, 53 percent of children (0 to 14 years old) who were fatally injured in a traffic accident were unrestrained.*

Taken from: Automotive Safety Program, Riley Hospital, Indiana University School of Medicine





### 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 ever necessary.*

- Emergency exiting procedures must be practiced with the children on a monthly basis by all staff responsible for transporting children. This practice shall occur during months that the vehicle is used for transporting children.
- The evacuation practice is to take place on the program's premises to assure the safety of the children involved.
- A written record shall be kept of the dates when the emergency exiting procedure was practiced and the staff that were involved.

The JFS 01338 Weekly Vehicle Inspection and Vehicle Evacuation Drills Record (referenced in Appendix B) is a sample form which can be used to document the completion of the evacuation drills.



### Evacuation Procedures

When practicing evacuation drills, staff should evacuate from both sides of the vehicle, one side only, and from the front and rear doors (if applicable).

- Prior to any evacuation, the driver should assess if evacuation is necessary. If there is no danger to children remaining in the vehicle, this is usually the safest place for them.
- The program should develop evacuation procedures that are specific to the vehicles it uses and to the ages of the children it transports.



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

- The following circumstances would require that children be evacuated:
  - The vehicle is on fire or there is a threat of fire.
  - The vehicle is stalled on or adjacent to a railroad-highway crossing.
  - There is a danger of collision.
  - There is a hazardous materials spill.
- The driver should contact 911 and the program as soon as possible to explain the situation.
- Remain calm.
- If possible, pull the vehicle off the road to a safe location.
- Establish the safest way to exit the vehicle and calmly communicate this to the children.
- If evacuation is necessary, assess the safest place for the children to relocate and communicate this to the children. This should be 100 feet away from the road as this will keep the children from being hit by debris if the vehicle were to be hit by another vehicle.
- Assess which children need the most assistance and help them while directing the other children.
- Make sure all children are safely away from the vehicle and accounted for. Take the first aid kit when evacuating vehicle. Driver should place safety triangle/fuses if so equipped and when possible and safe to do so.
- If time and circumstances allow take attendance sheets, children's records and any medication which may be in the vehicle.



### Prior to Conducting a Drill

- Review evacuation procedures with all staff.
- Review the following procedures with the children:
  - Listen to driver/teacher.
  - Remain calm.
  - How to unlatch seat belt (if age appropriate).
  - How to open doors (if age appropriate).
  - Review location of all exits including driver, passenger and rear doors (if applicable).
  - Leave belongings on the vehicle.
  - Look for dangers before exiting.
  - Move to a safe location.
- Familiarize staff with all car seat latching systems used by the program and practice how to unlatch them quickly.



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

**If the program were to be out of compliance with any of the following rules related to behavior management during transportation, it would result in a serious risk non-compliance.**

The program must use developmentally appropriate practices for the management of behavior of children during transportation as limited by rule 5101:2-12-22 and 5101:2-13-22 of the Administrative Code.

The following prohibited discipline techniques are considered a serious risk:

- Abuse, neglect, endangerment.
- Utilizing cruel, harsh, or extreme techniques.
- Utilizing any form of corporal punishment.
- Using physical restraints on a child.
- Restraining children by any means other than holding them for a short period of time, such as in a protective hug, so that the child may regain control.



#### Set Age Appropriate Expectations

- Review with staff members what age appropriate behaviors are for the age group they will be transporting.
- Remind staff that due to the excitement of the trip and the unfamiliar routine and surroundings, children may forget the normal classroom rules. They may need to be reminded more often of expected behaviors.
- If the driver is not the child's primary teacher, review with the driver any behavior plans that the program may have for specific children. The child's primary teacher may be able to give the driver examples of techniques for managing specific behaviors, that have been successfully used in the classroom. He/she may also be able to advise who should/shouldn't be seated next to each other. If possible, the primary teacher should ride with their group.
- Children need to know what is appropriate behavior and what is expected of them.
- Be proactive in making the transportation experience a positive one. If children are kept occupied, they are less likely to engage in inappropriate behavior.



#### Tips for encouraging positive behaviors:

- Know the names of all the children who are being transported.
- Encourage the children to sing songs/ tell jokes to keep occupied.
- Take advantage of "happenings" along the way. Encourage children to talk about the snow, rain, a person cutting down a tree, a garbage truck, what they are going to do/just did on the field trip, etc.
- Have children look for specific objects/letters out the window and see who can be the first to spot them.
- Encourage school age children to share one exciting/different thing that happened to them that day at school.

Please note: There are additional prohibited discipline techniques noted in Rule 22. The above list only includes the prohibited techniques that would result in a serious risk non-compliance.





### Set Appropriate Rules

- Set developmentally appropriate rules and review them regularly for routine trips and before each field trip.

#### Tips for rule setting:

- Have rules displayed, in picture format, on a poster in the classroom. Review the rules prior to transportation.
- Have children participate in establishing the rules so they take ownership of them.
- Rules should be kept at a minimum, especially for younger children. They should be relevant, meaningful, and positive. Some suggestions include:
  - Be nice to your friends.
  - Use inside voices.
  - Listen to the driver.
  - Keep your seat belt fastened.
  - Always sit down.
  - Keep your whole body (head, hands, feet) inside the vehicle.
  - Keep your hands to yourself.



### Address Behavior Concerns

- If the program has another staff member on the vehicle besides the driver, the second staff member should be responsible for the behavior of the children while the driver focuses on the safe operation of the vehicle.
- If children are acting inappropriately, address the situation. Explain to them what they are doing that is inappropriate and give them suggestions on how to behave more appropriately. Try to get them engaged in something if it is a long drive and they are acting out because of boredom.
- Reinforce the rules while driving and remind them of the safety issues as they relate to their behavior.
- Notify the administrator or classroom teacher of any on-going concerns with behavior.
- If a serious situation arises that requires direct attention, pull the vehicle into a safe off-road location, possibly a parking lot or driveway and activate the vehicle's hazard lights. Secure the vehicle and turn off the ignition. Speak in a respectful firm voice and remind the offender of the expected behavior. Do not show anger, but do show that you mean business.
- The program should discuss problem behavior with the parent or guardian.
- It is recommended that the administrator also review with any parent drivers the program's behavior management policy.

The administrator should review the program's behavior management and discipline policy.

The administrator should review rule 5101:2-12-22 (program rules) or 5101:2-13-22 (Type A rules) of the Administrative Code.





# A

## Appendix A

### Additional Resources and Recommendations



#### SERIOUS RISK NON-COMPLIANCES

If the program were to be out of compliance with any of the following rules related to transporting children which have not been referenced in previous chapters, it would result in a serious risk non-compliance.

- All drivers must:
  - Be at least 18 years old.
  - Have a valid driver's license.
  - Be free from the influence of any substance that impairs their driving ability (including any medication).
- All program vehicles, vehicles driven by staff, or vehicles used by contracted agencies must have an annual safety check completed by an ASE certified mechanic, or other approved entity. School buses and multifunction school activity buses which are inspected by ODOT are not required to be inspected by an ASE certified mechanic.
- The annual safety check must be documented on the prescribed JFS 01230 (Rev. 9/2006). If any problems were noted on the inspection, these must be corrected and another safety check completed, prior to continued use of the vehicle for transporting children.
- Ratios must be maintained at all times. If the driver of the vehicle is going to be used in ratio, they must have a complete staff file.
- Second adult requirements must be met while transporting children, as outlined in Rule 5101:2-12-18(A) and Rule 5101:2-13-18(A).
- Second adult requirements must be met on all field and routine field trips, as outlined in Rule 5101:2-12-18(A) and Rule 5101:2-13-18(A). If the second adult is going to be used in ratio, they must have a complete staff file.

JFS 01267 Transportation/Field Trip Safety Ratio/Second Adult Requirements is available as a resource to understand ratio and second adult requirements. (See Appendix B)

Although it is not required, it is recommended that the program obtain a copy of staff members' driving records, both when they begin driving for the program and on an annual basis thereafter. Staff should notify the program if there is any change in their driving status.



### Recommended Emergency Procedures

#### Accidents

- In the event of an accident, it is recommended that the following steps be taken:
  - Put on hazard lights.
  - Determine if any children are injured and in need of medical attention.
  - Determine if there is the need for evacuation. If so, find a safe location and quickly evacuate children.
  - Contact emergency/medical services by calling 911.
  - Keep the children calm.
  - Contact the program. If the vehicle is disabled, the program should have a back-up plan in place as to how the children are going to be safely transported to their destination.
  - Try to locate any witnesses.
  - Only discuss the accident with police, emergency and program personnel.

#### Tornados

- In the event of a tornado, it is recommended that the following steps be taken:
  - Pull the vehicle off the roadway.
  - Evacuate the vehicle and take children to the nearest building. If there are no close buildings, find a ditch or ravine at least 200 feet away from the vehicle.
  - Tell the children to get on their knees, then lie down with their face to the ground with their hands clasped behind their heads.
  - When the danger is over, contact the authorities and/or program.



### Breakdown of Vehicle

- In the event of a breakdown with the vehicle, it is recommended that the following steps be taken:
  - Pull the vehicle off the roadway to prevent accidents.
  - Put on hazard lights.
  - Contact the program. If the vehicle is disabled, the program should have a back-up plan in place as to how the children are going to be safely transported to their destination.
  - Contact roadside assistance if necessary. The program should have a plan in place for roadside assistance (towing, flat tire change, vehicle overheating, etc.).
  - Stay with the children and await assistance.



### Pre-Trip Planning and Safety Reminders

#### Pre-Trip Planning

- Prior to transporting children, determine the route that will be used. It is a good idea to have a map in the vehicle. Even if you are familiar with the route, an emergency road closure may occur which would make it necessary to find an alternate route.
- Determine where you will be loading and unloading children. For field trips, always designate an emergency meeting location, in case someone from the group gets lost.
- The program should keep a list of emergency phone numbers in the van. Some possible numbers to include:
  - Telephone number of the program.
  - Cell number of the administrator/owner.
  - Cell number of any other drivers/vehicles.
  - Telephone number of the destination (school, another program, etc.).
  - Telephone number of emergency roadside assistance.
- If you are participating in a field trip, assign children to specific staff members prior to leaving.
- Check fuel levels. The vehicle should not be refueled when children are on it, unless the trip is so long that refueling must take place in route.



### Safety Reminders

- The driver should not use headphones or loud radios or other auditory devices while driving.
- Smoking is not permitted in vehicles owned by the program. Smoking is also prohibited in privately owned vehicles when children are present.
- Drivers should periodically review how to use any fire extinguishers which may be located on the vehicle.
- Drivers are not permitted to use cell phones while the vehicle is in motion. It is recommended that drivers do not use cell phones, blue tooth, or other electronic devices while loading/unloading students.

### Crossing Railroad Tracks

- Drivers should be familiar with recommended procedures for crossing a railroad track. These include:
  - Slow down when approaching railroad tracks.
  - Look both ways before crossing tracks to make sure there are no trains approaching.
  - Never go around a closed gate.
  - If the track only has warning lights but no gates, and the lights are flashing, never try to get across the track before the train gets there.
  - Wait until the trains have passed before crossing.
  - Look to see if a second train is coming once the first one has passed.
  - Prior to crossing a track, determine a safe evacuation location, in the event the vehicle stalls or becomes trapped on the tracks. The safe location should be 100 feet in the direction from where the train is coming.
  - Become familiar with railroad signs and signals and what they mean.



This sign means that you are approaching railroad tracks. When you see this sign, you should begin to listen for the sound of the whistle. When you reach the railroad tracks, look both ways before crossing the tracks.



This crossing has a gate which lowers when a train is approaching. Never go around a closed gate. Never try to get across the tracks before the train.



This sign may be seen at a crossing where there are no gates. When the lights are flashing, this means a train is coming. You should never try to beat the train across the tracks. Wait until the train has completely passed before crossing.

### Checking Tire Pressure with a Gauge

- Because tires may naturally lose air over time, it is important to check your tire pressure. It is recommended that for convenience, the program purchase a tire pressure gauge to keep in your vehicle. Gauges can be purchased at tire dealerships, auto supply stores and other retail outlets. Remember the tire inflation number that vehicle manufacturers provide reflects the proper pounds per square inch (psi) when a tire is cold. To get an accurate tire pressure reading, measure tire pressure when the vehicle has been unused for at least three hours.
- You can find the numbers for recommended tire pressure in the vehicle owner's manual or tire information placard. Tire placards are permanent labels attached to the vehicle door edge, doorpost, glove-box, or inside of the trunk lid. Once you've located this information, use it to check your tire pressure:
  - Locate the correct tire pressure on the tire information placard or in the owner's manual.
  - Check the tire pressure of all tires.
  - If the tire pressure is too high in any of the tires, slowly release air by gently pressing on the tire valve with the edge of your tire gauge until you get to the correct pressure.
  - If the tire pressure is too low, note the difference between the measured tire pressure and the correct tire pressure. These "missing" pounds of pressure are what you will need to add.
  - At a service station, add the missing pounds of air pressure to each tire that is under inflated.
  - Check all the tires to make sure they have the same air pressure (except in cases in which the front and rear tires are supposed to have different amounts of pressure).



### Web site Resources

Organization	Web site
National Highway Traffic Safety Administration (NHTSA)	<a href="http://www.nhtsa.dot.gov">www.nhtsa.dot.gov</a>
Safety City (geared for children, part of NHTSA)	<a href="http://www.nhtsa.dot.gov/kids/townhall">www.nhtsa.dot.gov/kids/townhall</a>
National SAFE KIDS Campaign	<a href="http://www.usa.safekids.org">www.usa.safekids.org</a>
Moving Kids Safely in Child Care	<a href="http://www.healthychildcare.org/cps.cfm">www.healthychildcare.org/cps.cfm</a>
SafetyBeltSafe U.S.A.	<a href="http://www.carseat.org">www.carseat.org</a>
American Academy of Pediatrics	<a href="http://www.aap.org">www.aap.org</a>
Safe From Harm	<a href="http://www.safefromharmvideo.com">www.safefromharmvideo.com</a>



# B

## Appendix B

### Prescribed and Sample Forms and Checklists

The Ohio Highway Safety Patrol Vehicle Sticker Guide and the Guide to Completing a Safety Check Inspection can be found in this appendix. The forms are listed on the chart in the order in which they are referenced in the Driver Handbook. The ODJFS forms can be found on the Web site at: <http://www.odjfs.state.oh.us/forms/inter.asp>

### Ohio Highway Patrol Vehicle Stickers

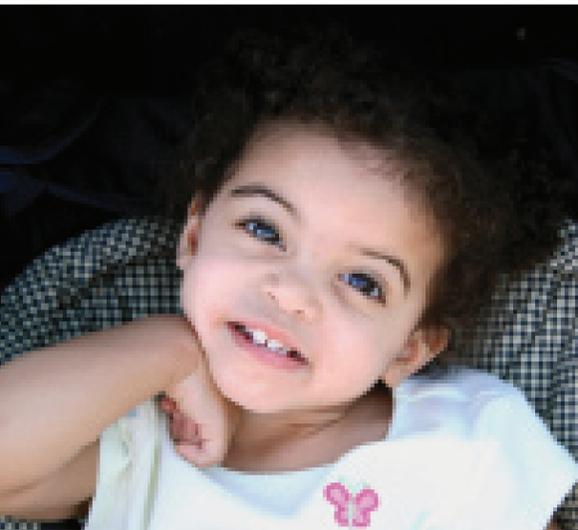
Type of Sticker	What it means for:		
	First Aid Kit	Weekly Vehicle Inspection	Annual Vehicle Inspection
<b>Motor Carrier</b> 	Must have a kit that meets ODJFS requirements	Must complete inspection that meets ODJFS requirements	Must complete inspection that meets ODJFS requirements
<b>Personal Motor Vehicle</b> 	Must have a kit that meets ODJFS requirements (except parents)	Must complete inspection that meets ODJFS requirements	Sticker meets ODJFS annual requirements
<b>School Bus</b> 	ODJFS kit not required on bus (ODJFS kit required at field trip destination)	Sticker exceeds ODJFS weekly requirements (Specialists do not have to verify weekly inspections)	Sticker meets ODJFS annual requirements

### Guide to Completing a Safety Inspection

- Begin the check as you approach the vehicle.**
  - ✗ Note if the vehicle is leaning, which could indicate a flat tire.
  - ✗ Look for any damage to the vehicle.
- Walk completely around the vehicle, starting at the passenger front.**
  - ✗ Unlock the doors as you walk around the vehicle.
  - ✗ Check to make sure all mirrors and windows are not cracked or broken.
  - ✗ Check to make sure the headlights and taillights are not cracked or broken.
  - ✗ Check the tires visually to assure proper air pressure.
  - ✗ Check the tires for signs of wear or trauma.
  - ✗ Make sure all the tire valves have valve caps.
- Enter the vehicle and start the engine.**
  - ✗ Check all gauges and/or indicator lights assuring that they are within normal ranges.
  - ✗ Check all mirrors, both internal and external, for proper adjustment.
  - ✗ Check that the windshield wipers are working and in good repair and making contact with the windshield.
  - ✗ Check the fuel level. Fuel levels need to be checked prior to transporting children and filled if necessary. Children may not be in the vehicle while it is being refueled, unless the trip is so long that refueling must take place en route, after starting the trip with a full tank.
- Although the following are not required, it is recommended that they be checked.**
  - ✗ Test the horn.
  - ✗ Pump the brake pedal three times and hold down (pedal should not fade).
  - ✗ Set parking brake and put vehicle in gear, vehicle should not move. (Do not accelerate in this check, keep engine speed at idle.)
  - ✗ Put vehicle back in park before the next step.
- Turn on headlights and left turn signal. Get out of the vehicle and check the following:**
  - ✗ Check taillights and rear left turn signal.
  - ✗ Check headlights and front left turn signal.
- Return to the driver's seat, activate the high beams and right turn signal. Get out of the vehicle and check the following:**
  - ✗ Check the right turn signal, front and rear.
  - ✗ Check the high beams.
- Return to the inside of the vehicle.**
  - ✗ Check to make sure the belts and shoulder harnesses are within reach.
  - ✗ Check that all belts fasten properly.
  - ✗ Pull on the belts to assure they are properly anchored.
- Check all the doors of the vehicle.**
  - ✗ Check to make sure all doors open and shut properly.
  - ✗ Check to make sure all doors can be opened both from the outside and the inside of the vehicle.
- Inspect for and clean any debris from the inside of the vehicle.**
  - ✗ Pick up any debris.
  - ✗ Check to make sure there are no items that could be harmful to children (example: tire jack, washer fluid, oil containers, tools, etc.).
- Document any items that need to be repaired and report to the appropriate program person.**
- Document completion of the weekly vehicle inspection report on the form used by the program.**

The following ODJFS prescribed and sample forms are current as of 12/31/07. It is the responsibility of the administrator to assure that current forms are being used by the program. As forms become updated, they are posted on the Web site at: <http://www.odjfs.state.oh.us/forms/inter.asp>.

Name of Form	ODJFS #	Prescribed	Sample
Weekly Vehicle Inspection and Vehicle Evacuation Drills Record	JFS 01338		X
National Highway Traffic Safety Administration (NHTSA) Child Safety Seat Recommendations	Rules 5101:2-12-18.1 and 5101:2-13-18.1 Appendix A		
Vehicle Inspection Report	JFS 01230	X	
Transportation/Field Trip Safety Ratio/Second Adult Requirements	JFS 01267		X
Field Trip Check List	JFS 01232		X
Guidelines for Transportation/Field Trip Safety	JFS 01233		X
Child Care Staff Member and Employee Requirements	JFS 01219		X
Inservice Training for Child Care Employees	JFS 01307	X	



# C

## Appendix C

### Review Questions

#### Weekly Safety Inspection for Vehicle

##### True or False

- 1. When you complete the weekly inspection of the vehicle used to transport children, you need to document the inspection. T    F

---

- 2. You think that the tire looks a little old and you want to check the tread to see if the tires are good or bad. You insert a penny into the tread and you see that Lincoln's head is covered, which means that it is time to replace the tire. T    F

---

- 3. All seat belts need to be checked to see if they are working properly. T    F

##### Explain

- 4. What is the program's procedure for refueling the vehicle?
  
- 5. What is the program's procedure for repairs to the vehicle?

#### Proper Use of Child Safety Restraints

##### True or False

- 1. There are not enough seat belts for all the children in the vehicle and you need to get all the children to school. This would mean that two of the children would need to sit in the same seat belt. This is allowed since it's only one time and the children will be late to school if you have to make two trips. T    F

---

- 2. Sarah is four years old and weighs 35 pounds. Sarah does not need to be in a car seat. T    F

##### Fill in the Blank

- 3. The shoulder belt should rest over the \_\_\_\_\_ and \_\_\_\_\_ the chest.
- 4. All \_\_\_\_\_ and \_\_\_\_\_ need to wear a seat belt.

##### Explain

- 5. What is the program's policy on transporting children who need car seats for routine trips or field trips?
  
- 6. How does the program assure that the children's car seats are being installed properly?

#### Loading and Unloading and Recording Attendance of Children

##### True or False

- 1. You have just finished your daily driving routes. You pull up to the child care program and you are tired and ready to go home, but you can't leave because you need to check all the seats to make sure there are no children on the vehicle. T    F

---

- 2. When the driver gets out of the vehicle, the keys stay in the ignition. T    F

---

- 3. Since you took attendance before leaving the child care program, there is no need to take attendance once you load the vehicle to depart for your destination. T    F

---

- 4. Children are allowed to exit from the vehicle in the parking lot, not the curbside. T    F

---

- 5. If your destination is a school, the driver needs to make sure all of the children get into the school. T    F

---

- 6. Alice rides the child care van to and from school. Today she didn't show up for the van. The other children told the driver that Alice's mother picked her up from school. Since two of the children are in Alice's class, it's okay to accept their word and go back to the program. T    F

Fill in the Blank

- 7. Children must be within \_\_\_\_\_ and \_\_\_\_\_ of a staff member at all times.
- 8. A staff member must always \_\_\_\_\_ the vehicle for children because sometimes children slump down and fall asleep and you can not see them by looking toward the \_\_\_\_\_ of the vehicle.

Multiple Choice

- 9. You need to take name to face attendance
  - a. When the children are getting onto the vehicle from the program site.
  - b. When the children are getting off the vehicle at the destination.
  - c. When the children are getting onto the vehicle from the destination.
  - d. When the children are getting off the vehicle at the program site.
  - e. All of the above.

Explain

- 10. Where is the location for loading and unloading the vehicle at the program?
- 11. Where do the children stand while loading or unloading the vehicle at the program?
- 12. Why is it important to do name to face attendance?

Evacuation Procedures

True or False

- 1. Emergency exiting procedures should be practiced on a yearly basis. T F  
.....
- 2. You need to keep a written record of the dates when the emergency exiting of the vehicle was practiced and the names of the staff that were involved. T F  
.....
- 3. The van was just involved in an accident. The first thing you should do is quickly evacuate the vehicle. T F

Fill in the Blank

- 4. The safest place for children is \_\_\_\_\_ feet off the road as this will keep the children from being hit by debris if the vehicle was hit by another vehicle.
- 5. In an emergency, make sure all children are \_\_\_\_\_ and take \_\_\_\_\_ to make sure everyone is accounted for.

Explain

- 6. What are three circumstances that would require children to be evacuated?
- 7. What are the program's procedures for practicing evacuation drills?

Behavior Management During Transportation

True or False

- 1. If children are acting inappropriately during transportation, they should be told to all sit quietly with their hands in their laps until they reach their destination. T F

Explain

- 2. List two suggestions of something you can do while transporting children to keep them engaged in appropriate behaviors.
- 3. List three prohibited discipline techniques that would result in a serious risk non-compliance.



# D

## Appendix D

### Training Verification

The prescribed form on the next page should be used to verify that the driver has completed the required training. Some of the Health and Safety sections contain sample language you can use when completing your own form. Please be reminded that this training must be completed on an annual basis. Each year, a new verification form should be completed and kept on file for review by the licensing specialist.

This training can be used to fulfill in-service training requirements outlined in Rule 5101:2-12-28 and 5101:2-13-28. The prescribed JFS 01307 in-service training form, referenced in Appendix B, should indicate that the training was completed via electronic media. Each employee can receive up to 2 hours of in-service at the completion of the training.

NAME OF PERSON BEING TRAINED <small>TRAINERS FILL IN TRAINEE'S NAME, DO NOT HANDOUT WITHOUT COMPLETING THIS BOX</small>		Ohio Department of Job and Family Services <b>INSERVICE TRAINING FOR CHILD CARE EMPLOYEES CHILD CARE CENTERS AND TYPE A HOMES</b>	
<b>CHILD DEVELOPMENT</b>	Date(s) of Training	Hours of Training	Training/Subject
Description of Training _____			
<b>Trainer Qualifications (check one):</b> Master's degree or higher in child development or related field. At least two years experience in subject area of the training AND 90 quarter hours or 60 semester hours from an accredited university, college or technical college with 36 quarter or 24 semester hours in child development. At least two years experience in subject area of the training AND a currently valid child development associate credential (CDA). A licensed physician or registered nurse AND two years experience in subject area.			
I certify that the information on this form is true and accurate.			
Signature of Trainer		Date	
Please Print: Name and Address of Trainer		Telephone Number	<b>CHILD CARE LICENSING USE ONLY</b> Date Reviewed: _____ CCLS Initials: _____
Was this electronic media training?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Administrator's Signature verifying trainee attendance		Date	

<b>HEALTH AND SAFETY</b>	Date(s) of Training	Hours of Training (not to exceed 2)	Training/Subject
Driver Training			
Description of Training: <u>Driver Training as required by Rule 5101:2-12-18 and 5101:2-13-18. This training was developed by ODJFS and included information on weekly safety inspections, the proper use of safety restraints, loading and unloading vehicles, evacuation procedures, and behavior management during transportation.</u>			
<b>Trainer Qualifications (check one):</b> Master's degree or higher in related field. At least two years experience in subject area of the training AND 36 quarter hours or 24 semester hours from an accredited university, college or technical college in subject area. At least two years experience in subject area of the training AND a currently valid certification or license in the subject area. A licensed physician or registered nurse AND two years experience in subject area.			
I certify that the information on this form is true and accurate.			
Signature of Trainer		Date	
Please Print: Name and Address of Trainer		Telephone Number	<b>CHILD CARE LICENSING USE ONLY</b> Date Reviewed: _____ CCLS Initials: _____
Was this electronic media training?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Administrator's Signature, verifying trainee attendance		Date	



# E

## Appendix E

### Answers to Review Questions Found in Appendix C

It is strongly recommended that if a staff member answers a question incorrectly, the section of the Driver Handbook be reviewed. For some questions the answer will depend on the program's specific policy, and therefore no correct answer is provided. If this is the case, review the answer with the driver to assure they understand the program's policies and procedures.

#### Weekly Safety Inspection of Vehicle

**True or False**

- 1. True
- 2. False
- 3. True

**Explain**

- 4. and 5. Program-specific answer

#### Proper Use of Child Safety Restraints

**True or False**

- 1. False
- 2. False

**Fill in the Blank**

- 3. shoulder, across
- 4. adults, children

**Explain**

- 5. and 6. Program-specific answer

#### Loading and Unloading of Vehicles and Recording Attendance of Children Being Transported

**True or False**

- 1. True
- 2. False
- 3. False
- 4. False
- 5. True
- 6. False

**Fill in the Blank**

- 7. sight, hearing
- 8. check, back

**Multiple Choice**

- 9. e. All of the above

**Explain**

- 10. and 11. Program-specific answer
- 12. It is not enough to do a head count as it is easy to miscount. A name to face head count assures that each individual child has been visually accounted for and is present.

#### Evacuation Procedures

**True or False**

- 1. False
- 2. True
- 3. False

**Fill in the Blank**

- 4. 100
- 5. safe (uninjured), attendance

**Explain**

- 6. Fire or threat of fire; vehicle stalled or stuck on railroad tracks; danger of collision; hazardous material spills.
- 7. Program-specific answer.

#### Behavior Management During Transportation

**True or False**

- 1. False

**Explain**

- 2. Tell jokes; sing songs; have children look for specific objects out the window; talk about what they are going to see/just saw on field trip; talk about their day at school.
- 3. Abuse, neglect, endangerment; utilize cruel, harsh, or extreme techniques; utilize any form of corporal punishment; use physical restraints on a child; restrain children by any means other than holding them for a short period of time, such as in a protective hug, so that the child may regain control; place children in a confined or locked area; withhold all food, rest or toilet use; subject children to verbal abuse; confine children to equipment such as cribs or highchairs; isolate and restrict children from all activities for an extended period of time.





# REGULATION FOR THE 21<sup>ST</sup> CENTURY

Ted Strickland, **Governor**, State of Ohio

Helen Jones-Kelley, **Director**  
Ohio Department of Job and Family Services

Bureau of Child Care and Development  
[http://jfs.ohio.gov/families/child\\_care/index.stm](http://jfs.ohio.gov/families/child_care/index.stm)

JFS 01262 (8/2008)

**Equal Opportunity Employer and Service Provider**