

# Christ Church Children's Center

## Transportation Policy

The safety of children, passengers and the driver are of utmost importance in transportation provided by Christ Church Children's Center. All transportation will comply with state motor vehicle licensing requirements and traffic regulations. Staff drivers will meet job and staff qualifications, have evidence of a safe driving record for a minimum of the previous 5 years, and pass a background check. All Christ Church Children's Center vehicles are insured, registered, and well-maintained. The number of passengers will not exceed the vehicle manufacturer's recommendation. All children transported by the program will have completed, signed Transportation Permission forms; children without permission forms will be refused transportation. Smoking, alcohol, drugs and any substances or materials that could be considered harmful to or inappropriate for children are prohibited in transportation vehicles at all time. For Summer Day Camp, BCIU buses are used in addition to our Christ Church Children's Center vehicles.

1. Transportation Permission forms for regular transportation to and from the program will be completed, signed and returned to the office with enrollment forms.
2. Children will never be left unattended in a vehicle, even for brief periods.
3. An adult will accompany all children to and from vehicles to ensure safe passage.
4. On trips departing from the program, children will be counted when entering the vehicle and again when entering the facility in both directions.
5. Proper restraint systems, seat belts, car seats and booster seats will be used as required by state law.
6. Parents may be required to provide a car or booster seat for field trips.
7. Staff will ensure that car and booster seats are installed properly and that restraint systems are fastened securely.
8. Children with special needs will have their needs attended to during transportation as outlined in their Care Plan.
9. All travel routes will be planned in advance.
10. A first aid kit, cell phone and list of emergency contacts will be in the vehicle while transporting children.
11. Other than in cases of emergency, the driver is not permitted to talk on, text or otherwise use a cell phone, tablet, laptop or other electronic device while operating the vehicle.

**PLEASE READ, SIGN, AND RETURN TO THE OFFICE**

I verify that I have read, understand, and for the protection of the well-being of my child(ren) agree to comply with Christ Church Children's Center's Transportation Policy.

Child's Name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_