



Transportation Safety

in the

Early Child Care Environment

Careful planning reduces the risk of harm or injury to children and reduces liability for childcare operators and their programs.



**Applying New Knowledge:
Learning & Transfer**

Child Care Training Consultants, LLC

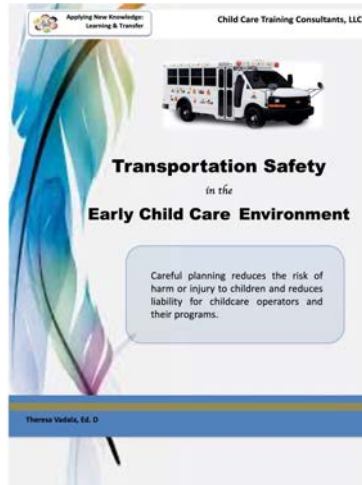
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Transportation Safety in the Child Care Environment

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PRESCHOOL Module 1		
CDA Subject Area 1: Safe and healthy Learning Environment	1 Hour	0.1 CEU
Title: CDA HLT.SAF 1.G Transportation Safety in the Child Care Environment		

The goal of this training is to inform participants to do planning reduce the risk of harm or injury to children and reduce liability for childcare operators and their programs.



Dr. Theresa Vadala
(Instructor & Curriculum Designer)





**Thank you for choosing
Child Care Training Consultants, LLC.,
for your CDA Training Needs!**

Learning Assessment

Read the material provided, take the 5-10 quiz questions and complete the training evaluation at the end of the course.

Participants must receive 100% on individual courses to obtain a certificate of completion.

Questions?

We are happy to help.

Support Services:

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childcaretrainingconsultants1@gmail.com

Business # 702.8372434



Child Care Training Consultants LLC., Goal

The goal is to empower educators as they take Child Development Associate (CDA) courses to make a powerful difference in the lives of young children!

Mission Statement

“Child Care Training Consultants, LLC’s is committed to provide research-based professional growth and development training courses primarily focused on the Child Development Associate. The CDA is the nation’s premier credential that is transferable, valid, competency-based and nationally recognized in all 50 states, territories, the District of Columbia, community colleges and the United State Military.

Vision

Child Care Training Consultants, LLC’s vision is to provide the early childhood community with courses based on CDA competency standards to obtain their CDA Credential and assist in reaching their goal as an exceptional early childhood educator to ultimately achieve higher child outcomes.



About the Instructor

Theresa has over 30 years experience in the field of Early Childhood Education. During that time, she served as a Preschool Teacher, Disabilities Coordinator, Program Facilitator, and Director of an Early Childcare Program. She has a Doctoral Degree in Educational Leadership with Specialization in Curriculum and Instructional Design. Theresa is a Professional Growth & Development Trainer and Curriculum Designer and offers web-based courses internationally. She is the Executive Director/Owner of the training organization Child Care Training Consultants, LLC., (CCTC).

Business Description

Child Care Training Consultants, LLC. (CCTC) is an accredited provider (AP) with the International Association for Continuing Education and Training (IACET) that provides Continuing Education Units (CEU) for adult education nationally. The business is also a recognized training organization with the Council for Professional Recognition, Child Development Associate Council (CDA), National Credentialing Program.



Objectives

Learners will:

Part 1: National Transportation Safety Board Rules and Regulations

- ✧ Identify key recommendations from the National Transportation Safety Board regarding child passenger safety
- ✧ Identify recommended practices for maintaining a center's bus or other transport vehicle
- ✧ Demonstrate understanding of recommended practices for the use of child restraint systems according to the National Transportation Safety Board and the National Highway Traffic Safety Administration
- ✧ Identify recommended practices for conducting evacuation drills and emergency management
- ✧ Identify safe vehicle operating procedures

Part 2: Transportation and Child Care Centers

- ✧ NAC432A.290 (Telephones, insurance for protection against liability to third persons, transportation) and
- ✧ Identify responsibilities of a center's transportation supervisor, drivers and other staff with relation to transporting young children

Part 3: Transportation and Field Trips

- ✧ NAC432A.520 General requirements; requirements for field trips.
- ✧ Demonstrate understanding of safe practices for planning and managing field trips
- ✧ Identify recommended procedures for loading and unloading buses and other transport vehicles as well as safe riding practices

Review

References

Glossary of Terms



Research

Each year thousands of young children are killed or injured in car crashes. Although these situations are always tragic, they are particularly disturbing when known safety practices are not followed or a “well-meaning” adult isn’t aware of the recommended procedures and puts children at risk.

Transporting children in child care can be a high risk activity. Child care operators, staff, and parents need to be aware that transporting children requires careful planning and proactive, protective measures to ensure the safety of children and staff. Any time children are transported there is a potential for problems to occur. Careful planning reduces the risk of harm or injury to children and reduces liability for child care operators and their programs. Transportation services include transportation to and from the center, to and/or from a public/private school program, to and/or from the child’s home, and to and/or from off premise activities such as field trips and educational outings.

The National Highway Traffic Safety Administration (NHTSA), which sets national standards for school bus safety, requires three-point seat belts (lap-and-shoulder belts) on school buses weighing less than 10,000 pounds, but allows individual states to decide whether to require seat belts on larger school buses. Six states – California, Florida, Louisiana, New Jersey, New York, and Texas – do so.

These state laws address such issues as the type of seat belt required (lap or three-point), priority for allocation of seat belt-equipped school buses, liability of school bus operators, whether application of the law depends on the availability of funding, and other factors. For example, New York's law allows local school districts to decide if students must use seat belts; Texas requires school districts to report annually on school bus accidents.

NHTSA, which has traditionally maintained that seat belts are not needed on school buses, announced a change in policy in 2015, and is now exploring ways, in the words of NHTSA administrator Mark R. Rosekind, to “make seat belts on schools buses a reality.”

Agenda

Part 1: National Transportation Safety Board Rules and Regulations

- ✧ Key recommendations from the National Transportation Safety Board regarding child passenger safety
- ✧ Recommended practices for maintaining a center's bus or other transport vehicle
- ✧ Recommended practices for the use of child restraint systems according to the National Transportation Safety Board and the National Highway Traffic Safety Administration
- ✧ Recommended practices for conducting evacuation drills and emergency management
- ✧ Safe vehicle operating procedures

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- ✧ NAC432A.290 (Telephones, insurance for protection against liability to third persons, transportation) and
- ✧ Responsibilities of a center's transportation supervisor, drivers and other staff with relation to transporting young children

Part 3: Transportation and Field Trips

- ✧ NAC432A.520 General requirements; requirements for field trips).
- ✧ Safe practices for planning and managing field trips
- ✧ Recommended procedures for loading and unloading buses and other transport vehicles as well as safe riding practices

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Part 1: National Transportation Safety Board Rules and Regulations

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- ❖ Recommended practices for conducting evacuation drills and emergency management
- ❖ Safe vehicle operating procedures





Recommendations from the National Transportation Safety Board (NTSB) regarding child passenger safety

What can you do to protect young children riding in vehicles?

- ❖ Be sure all children in your vehicle are properly restrained for their age, height, and weight.
- ❖ Have your child safety seat inspected at a fitting station by a trained technician (see www.seatcheck.org for locations)
- ❖ Talk to or write to your state and local lawmakers and urge them to support the National Transportation Safety Board's recommendations for State laws.

Need more information?

Visit the following Web sites:

NTSB: www.nts.gov

Safe Kids World Wide: www.safekids.org

American Academy of Pediatrics: www.aap.org/family/cps.htm Seat Check:
www.seatcheck.org

Effective actions to save the lives of youngsters:

- ❖ Children under age 13 should sit in a rear seat, if one is available; this reduces the risk of injury by 33 percent.
- ❖ Use a booster seat and seat belt rather than a seat belt alone for a 4-to-8 year old; this will reduce a child's risk of injury by 59 percent.
- ❖ Make sure you use the right restraint for your child and install it correctly.
- ❖ Infants, until they are at least 20 lbs and at least 1 year old, should be in a rear-facing child safety seat.
- ❖ Toddlers, until they are about age 4, should be in a child safety seat facing forward.
- ❖ Children, until they are about 4 feet, 9 inches tall or age 8, should be in booster seats.
- ❖ All children should use seat belts after they outgrow booster seats.



Recommendations from the National Transportation Safety Board (NTSB) regarding buses and child restraints

The National Highway Traffic Safety Administration (NHTSA), which sets national standards for school bus safety, requires three-point seat belts (lap-and-shoulder belts) on school buses weighing less than 10,000 pounds, but allows individual states to decide whether to require seat belts on larger school buses. Six states – California, Florida, Louisiana, New Jersey, New York, and Texas – do so.

These state laws address such issues as the type of seat belt required (lap or three-point), priority for allocation of seat belt-equipped school buses, liability of school bus operators, whether application of the law depends on the availability of funding, and other factors. For example, New York's law allows local school districts to decide if students must use seat belts; Texas requires school districts to report annually on school bus accidents.

NHTSA, which has traditionally maintained that seat belts are not needed on school buses, announced a change in policy in 2015, and is now exploring ways, in the words of NHTSA administrator Mark R. Rosekind, to “make seat belts on schools buses a reality.”



Recommended practices for maintaining a center's bus or other transport vehicle

- ✦ Seatbelts are secured to vehicle
- ✦ Lights and signals are in working order
- ✦ Doors open/close properly
- ✦ Seats are securely bolted to the floor of the vehicle
- ✦ Engine hoses are not cracked
- ✦ All fluids are full (brake, wiper, transmission, power steering, etc)
- ✦ Engine belts are not worn or frayed
- ✦ Locks are in working order
- ✦ Good tread and pressure in

Drivers and staff should be provided with written policies and orientation on general child passenger safety measures including: the proper use of car safety seats, booster seats, and seat belts; supervision requirements; and contingency/emergency plans.

Child care providers, other staff, and parents should serve as role models by wearing seat belts and making sure everyone in the vehicle is buckled up and in the appropriate seat restraint (shoulder-lap belt, car safety seat, or booster seat) every time.



Recommended practices for the use of child restraint systems according to the National Transportation Safety Board and the National Highway Traffic Safety Administration

- ✦ Each adult and child must be restrained with an individual seat belt or appropriate child restraint device when the vehicle is in motion
- ✦ Only one person can occupy each seat belt or child restraint device
- ✦ Children may not occupy the front seat if the vehicle is equipped with an operational passenger side airbag
- ✦ Except for when children under 2 years of age are transported, the restraint requirements in this rule do not apply to vehicles not required by federal or state law to be equipped with seat restraints.

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FOR EXAMPLE

Public transportation such as school buses, city buses and taxi cabs are not required to have seat belts. If a center uses one of these methods of transportation, child restraint seats are not required for children over the age of two.

- ✦ Rule and regulations
- ✦ Safety checks
- ✦ Ratio during transportation
- ✦ Safety
- ✦ Driver's requirements
- ✦ Transportation log
- ✦ Transporting children
- ✦ Seat restraints



Whether to transport a child or not is a critical question, and this decision should be made thoughtfully. The responsible childcare professional considers parent wishes; legal, moral, and ethical issues; economic considerations; and the best interests of the child. The ability to transport children in your care safely can enhance their educational, developmental, and social experiences. Transportation guidelines are not exclusive or absolute measures of security.



Recommended practices for conducting evacuation drills and emergency management

Always be prepared and have a plan in place to handle emergency situations such as a vehicle accident, having a flat tire, severe weather, or vehicle failure. Most states require any driver of a vehicle which accommodates or seats more than 15 people (including the driver) to obtain a commercial driver's license (CDL). Contact your state's Division of Motor Vehicles for more information on obtaining a CDL. Children must be adequately supervised at all times. Including a photograph of each child with his/her emergency information will enable easier identification in case of an emergency. Remember to update photos as children get older.

- ❖ A first-aid kit must be located in each vehicle used on a regular basis to transport children. The first-aid kit shall be firmly mounted or otherwise secured if kept in the passenger area
- ❖ Emergency and identifying information about each child must be in the vehicle whenever children are being transported
- ❖ Children may never be left alone in a vehicle and must always be attended by an adult.
- ❖ Children must be loaded and unloaded from curbside, or in a safe, off-street area, out of the flow of traffic, so they are protected from all traffic hazards





Rules and Regulations

The rules governing the transportation of children apply to all child care centers regardless of who provides the transportation service. If the child care center contracts with an outside or independent agency, the center is still responsible for making sure the transportation provider meets and maintains compliance with applicable transportation requirements.

Check with your center about all the rules and regulations

- Vehicles used to transport children must be safe and well maintained
- It is best practice to stock vehicles with a fully charged fire extinguisher and a functional spare tire in case of an emergency
- Hazards are torn upholstery that allows children to remove the interior padding or hurt themselves, broken windows, and holes in the floor or roof, etc.
- Vehicles must be properly registered, insured, and have passed an annual State inspection. Verification must be on file for review by a Licensed representative
- Adequate insurance coverage protects both the children and the child care program. Insurance reduces risks, because most insurance companies require that a vehicle meet health and safety regulations before they issue or renew a policy
- All vehicles used to transport children must be in good repair, safe, and free of hazards
- Vehicles must be insured for liability as required by State laws governing transportation of passengers
- Vehicles used to transport children in snow, ice, and other hazardous weather conditions must be equipped with snow tires, chains, or other safety equipment as appropriate



Driver Requirements

The driver must be at least 21 years old or a duly licensed school bus driver and have a valid driver's license of the type required under your state's Motor Vehicle Law for the vehicle being driven or comparable license from the state in which the driver resides and no convictions of Driving Under the Influence (DUI) or any other impaired driving offense.



Your school may have established more stringent requirements concerning a driver's driving record.

- ✧ Possess an appropriate class state driver's license
- ✧ Clean driving record
- ✧ No DUI's





Part 2: Transportation and Child Care Centers

Part 2: Transportation and Child Care Centers

NAC432A.290 (Telephones, insurance for protection against liability to third persons, transportation)

Responsibilities of a center's transportation supervisor, drivers and other staff with relation to transporting young children





NAC432A.290 (Telephones, insurance for protection against liability to third persons, transportation)

NAC 432A.290 Telephones; insurance for protection against liability to third persons; transportation. (NRS 432A.077)

1. Each licensee of a facility shall have a working telephone listed in a local telephone directory. A current list of emergency telephone numbers, including health agencies, fire and police departments and ambulance services must be posted adjacent to the telephone.
2. Each licensee of a facility shall have a policy of insurance for protection against liability to third persons. A certificate of insurance must be furnished by the licensee of a facility to the Division as evidence that the policy is in force. Each policy must contain a provision which requires the insurer to notify the Division before cancellation or nonrenewal of the policy. The licensee shall notify the Division if there is a lapse in the insurance coverage required by this subsection. The policy of insurance must be maintained at the facility. Any government, governmental agency or political subdivision of a government which operates a child care facility and is self-insured is not required to furnish a certificate of insurance to the Division.
3. If transportation is provided by the licensee of a facility, all children must be protected by adequate supervision by the staff, safety precautions and adequate insurance which covers liability for health or injury, medical expenses and damages caused by uninsured motorists. The licensee of a facility shall require that each child is instructed in the conduct required for safe transportation. A driver of a vehicle used by the licensee of a facility shall:
 - (a) Possess an appropriate driver's license and adequate insurance;
 - (b) Not leave an unattended child in the vehicle at any time;
 - (c) Ensure that a parent, or a person designated in writing by the parent, is present to take charge of a child upon delivery of the child to his or her home or the facility;
 - (d) Ensure that each child boards or departs the vehicle on the side of the vehicle adjacent to a curb and that the child is safely conducted across any street encountered immediately before boarding or after departing; and
 - (e) Ensure that the doors and windows of the vehicle are secure before proceeding.



Transportation Log

The licensee of a facility shall maintain a log for transportation provided by the facility. The log must be maintained at the facility, and available for review, for at least four months after the transportation is provided.

Upon arrival at the destination, two members of the staff of the facility needs to mark each child off the log as the child departs the vehicle, conduct a physical inspection and visually and physically sweep the vehicle to ensure a child is not left behind in the vehicle, and include in the log signed verification that each child who was transported in the vehicle is accounted for and that the visual and physical sweeps were conducted.

Transportation Log

- ✦ The name of each child who was transported
- ✦ The date the transportation was provided by the facility at its destination
- ✦ The signature of the driver of the vehicle
- ✦ The name of each adult who was transported in the vehicle, including, without limitation, the driver of the vehicle

https://www.washoecounty.us/socsvr/childrens_services/child_care_and_early_childhood_services/regulations/Regulations%20Changes/18%20Transportation%2012-14-10.pdf



Responsibilities of a center's transportation supervisor, drivers and other staff with relation to transporting young children

For routine transport of children to and from the center, staff must have a list of the children being transported. Staff members must use the list to check attendance as children board the vehicle and as they depart the vehicle. A list of all children being transported must be available at the center. Each person in the vehicle must be seated in the manufacturer's designated areas. No child may ride in the load carrying area or floor of a vehicle.

Before children are transported, written permission from the parent must be obtained which must include when and where the child is to be transported, expected time of departure and arrival, and the name of the transportation provider.

Make sure cellular telephones or two-way voice communication devices are fully charged and in working condition. For the safety of the children and staff being transported, these devices should only be used in emergency situations.

Staff Ratios

- ✦ Child care programs must maintain appropriate staff-child ratios on any vehicle used to transport children
- ✦ When children are being transported, the same staff-child ratios required for a child care program applies. Ratios for the youngest child in the vehicle must be maintained at all times
- ✦ When three or more children under the age of two years are being transported, the driver cannot be counted in the staff-child ratio



Part 3: Transportation and Field Trips

Part 3: Transportation and Field Trips

- ✧ NAC432A.520 General requirements; requirements for field trips).
- ✧ Safe practices for planning and managing field trips
- ✧ Recommended procedures for loading and unloading buses and other transport vehicles as well as safe riding practices





NAC432A.520 General requirements; requirements for field trip

NAC432A.520 General requirements; requirements for field trip

- 1. A licensee of a child care facility shall have a staff which is sufficient in number to provide physical care, supervision and individual attention to each child and allow time for interaction between the staff and the children to promote the children's social competence, emotional well-being and intellectual development.**
- 2. Except as otherwise provided in subsection 3, in addition to the number of caregivers that are required to satisfy the applicable ratio of caregivers to children set forth in NAC 432A.524, one additional caregiver or an adult volunteer per each group of children must be present on all field trips away from the child care facility to assist in providing direct supervision to the children and to increase the safety of the children.**
- 3. The provisions of subsection 2 do not apply:**
 - (a) If the purpose for leaving the child care facility is to transport the children from the child care facility to another location and, upon reaching that location, the responsibility for caring for the children is assumed by another adult.
 - (b) To a group of children that is composed entirely of children of school age, including children who are attending kindergarten.
- 4. A member of the staff of a facility who is supervising a child pursuant to subsection 1 must:**
 - (a) Be physically present in the room where the child being supervised is present;
 - (b) Observe, oversee and guide the child;
 - (c) Be aware of the needs of the child and accountable for the care of the child; and
 - (d) Maintain a proximity to the child that allows the member of the staff to be capable of intervening if assistance or direction is needed by the child.

[Bd. for Child Care, Child Care Facilities Reg. § § 10.1 & 10.2, eff. 2-28-80; A and renumbered as 10.1-10.3, 1-21-81; A 3-17-82]—(NAC A 8-31-84; R032-07, 4-23-2009; R032-07, 4-23-2009, eff. 1-1-2010)—(Substituted in revision for NAC 432A.330)



Safe practices for planning and managing field trips

Safe practices for planning and managing field trips

The key to safety on field trips is advance planning. All field trip leaders must be aware of the need for attention to safety during field trip planning. Field trip safety is a shared responsibility. Such excursions may expose participants to a variety of hazards. The school has a responsibility to attempt to identify these hazards, to communicate their existence to participants, and to mitigate their impact where possible. The potential dangers that could occur during field trips can be mitigated by careful planning, implementing safe procedures, and training of leaders and participants. Participants have a responsibility to give careful attention to safety-related matters and to conduct themselves with due regard to the safety of themselves and others.

(See Field Trip Resource)



Recommended procedures for loading and unloading buses and other transport vehicles as well as safe riding practices

Loading and unloading buses/Transport vehicles

The most dangerous part of the school bus ride is getting on and off the school bus. Published figures from the Department of Transportation and other sources indicate that pupil fatalities and injuries in the loading and unloading zone continue to occur. In 2005-06, there were 13 fatality accidents involving K-12 school children in or around the loading or unloading areas of a school bus or transit bus. Of the 13 fatalities, 7 occurred behind the bus and 6 were killed by a passing motorist. Pedestrian fatalities (while loading and unloading school buses) account for approximately three times as many school bus-related fatalities, when compared to school bus occupant fatalities. The loading and unloading area is called the "Danger Zone".

The "Danger Zone" is the area on all sides of the bus where children are in the most danger of not being seen by the driver (ten feet in front of the bus where the driver may be too high to see a child, ten feet on either side of the bus where a child may be in the driver's blind spot, and the area behind the school bus).

Mandated and voluntary product and design changes in school buses and related safety equipment may have improved loading and unloading zone safety over the past few years. For example, federal mandates require all new buses to be equipped with an 8-lamp warning system and stop signal arm. In 1994, new school buses were also required to meet new standards for mirrors that will increase visibility around the school bus. However, the number of loading zone incidents and resulting injuries and fatalities has not been significantly reduced. For this reason, the School Transportation Section of the National Safety Council feels driver and pupil training in proper loading and unloading procedures must be improved.

In order to stress the importance of proper driving training, especially in the area of loading and unloading procedures, it is recommended that each state adopt appropriate driver training instructions that include such procedures. The following ideas are recommendations to state transportation authorities for consideration when writing such procedures. It is recognized that each state has situations unique only to their locale and conditions. It is expected that special rules might be needed to address these situations.



Recommended procedures for loading and unloading buses and other transport vehicles as well as safe riding practices

1. Activate warning flasher system at least 100 feet prior to making a stop.
2. Approach the loading zone slowly and carefully. Direct students to wait in an orderly fashion safely back from the roadway.
3. Stop the vehicle 10, or 15 feet, if space is available, from students before loading (direct students to walk to the bus when the door is opened and the driver signals them to load).
4. Place the vehicle's transmission in neutral and set the parking brake before opening the door to load or unload.
5. Ensure that traffic is stopped in both directions before allowing the pupils to approach or exit the bus.
6. Unload the pupils that cross the street prior to those who do not cross.
7. Count students to know how many are loading on or unloading from the bus, where they are, and where they are going. If count is lost, do not move the bus. If necessary, shut off the bus, secure it, and check underneath before moving the bus.
8. Ensure that students cross far enough in front of the bus so that the driver can see them even if they drop something. Require students to maintain eye contact with the driver.
9. Instruct students to look to the driver for a signal and check for traffic before continuing across the roadway. All drivers in the fleet should utilize the same signal - confusion could lead to tragedy.
10. Establish a pre-arranged danger signal, such as the horn, in case a vehicle does not stop for the bus while children are loading or unloading. Make sure students know exactly what to do if they hear the danger signal - for instance, "Go back to the side of the road you started from." All drivers should utilize the same danger signal and instructions.
11. Load and unload at designated pick up and drop off points.
12. Back only at approved turn-arounds, if backing is necessary near a bus stop. Prior to backing, ensure students are inside the bus. For instance, load children before backing up in the morning and unload children after backing up in the afternoon.
13. Do not unload children at corners immediately before making a right turn. Discharge children after making the turn.
14. Pick up and drop off pupils on their own side of the street if possible.
15. Instruct pupils never to cross behind the school bus.
16. Double-check all crossover and side mirrors for students and traffic before leaving the bus stop.



Recommended procedures for loading and unloading buses and other transport vehicles as well as safe riding practices

17. Do not put the bus in motion until all students outside are at a safe distance from the bus and all students inside are properly seated.
18. Before moving the bus after loading or unloading students, look and listen for any last-second warnings from others nearby that a child might be near the bus. A parent, teacher, motorist, another bus driver, or students on the bus might see a child near or even under the bus. Turn off noisy equipment and silence passengers so warnings can be heard.
19. Instruct students in the proper procedure for loading and unloading within the first week of school and throughout the school year.
20. Be cautious when students are carrying loose papers or books which they might drop near the bus - encourage students to use a book bag.
21. Be aware of the dangers of clothing, book bag, back pack and jacket strings/straps that could become entangled in the doorway of the school bus.
22. Upon completion of the route, walk through the bus to check for sleeping students, vandalism, and forgotten articles.
23. Report the license number of vehicles passing a stopped school bus with an operating stop signal arm and/or warning light system.
24. Examine stops regularly and to report unsafe conditions to the supervisor.



Review

Part 1: National Transportation Safety Board Rules and Regulations

The National Transportation Safety Board provides rules and regulations regarding child passenger safety. The rules governing the transportation of children apply to all child care centers regardless of who provides the transportation service. If the child care center contracts with an outside or independent agency, the center is still responsible for making sure the transportation provider meets and maintains compliance with applicable transportation requirements.

Part 2: Transportation and Child Care Centers

Upon arrival at the destination, two members of the staff of the facility needs to mark each child off the log as the child departs the vehicle, conduct a physical inspection and visually and physically sweep the vehicle to ensure a child is not left behind in the vehicle, and include in the log signed verification that each child who was transported in the vehicle is accounted for and that the visual and physical sweeps were conducted.

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References

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