



Transportation Policy-REACH Early Learning c/o Fletcher Place Community Center

Procedure and Practices, including responsible person(s):

REACH Early Learning occasionally transports children ages 4 and 5 years for field trips. A field trip is considered to be the act of taking enrolled children anywhere outside of the licensed/registered property of Fletcher Place Community Center. The following is an outline of information depicting the rules and procedures pertaining to transportation within our school:

- Our preschool does not provide transportation to or from school or to or from other extra-curricular activities. Occasionally we take field trips and parents are always invited to participate. Should the preschool attend a field trip, a vehicle will be secured from a third party company.
- A Consent for Preschool Program Activities Form or permission slip will be filled out for each child being transported.
- If children are transported for field trips, parents will always know prior to the trip and permission slips must be signed by a parent or guardian of all children in attendance.
- Children will be transported properly in a seat belt, car seat, or booster seat according to the current Indiana regulations. Parents may be required to supply a booster or car seat as needed for activities involving transportation. Staff will insure that each child is properly secured before setting the vehicle in motion. All adults in the vehicle will use proper restraining devices.
- The number of passengers in the vehicle will not exceed the manufacturer's state capacity for the vehicle. Children will not be placed in the front seat of a vehicle.
- Children will be prohibited from eating, drinking, standing, or other dangerous activities during transportation.
- Children will never be left unattended in a vehicle. All children will be accompanied by an adult to/from the vehicle to insure safety.
- All children will be accounted for before leaving the facility and again before returning.
- All travel routes will be planned in advance.
- Smoking is prohibited in vehicles used to transport children.
- Child and staff ratios will be maintained at all times and only qualified adult licensed drivers will transport children. Drivers will follow Indiana laws and will not use cell phones at any time while in the vehicle.

Vehicle Requirements:

- All vehicles used for transportation will be maintained in safe condition.
- Only insured, licensed, well-maintained vehicles will be used to transport children.
- A first aid kit and list of emergency contacts for all children and adults will be in the vehicle during transportation of children.
- A cell phone will be available in case of emergency.

Driver Qualifications:

- Drivers will be legally-licensed and shall not be under the influence of any chemical substance that may alter their ability to drive safely.
- Drivers will meet staff qualifications including a criminal history check.
- Drivers will obey all traffic regulations.
- Drivers will have evidence of a safe driving record.
- All drivers of Fletcher Place Preschool vehicles will be 25 years old or older.

This policy is in effect anytime children are transported by REACH Early Learning.

Parents Name: _____

Signed _____ **Date** _____