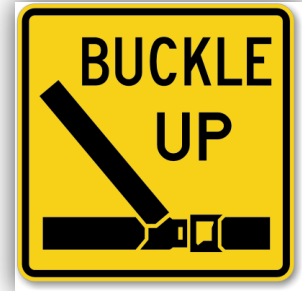


TRANSPORTATION FACT SHEET

Capacity & Restraints:

- Maximum seating capacity of any vehicle regularly used to transport children is based on the total number of factory installed seatbelts. (Ch. 65C-22.001(6)(d), F.A.C.)
- All children must be properly restrained either in a seatbelt or a federally approved child carrier as appropriate to the age of the child.
- If a facility purchases a school bus manufactured prior to 2000, the facility is responsible for retrofitting the buses and having seatbelts professionally installed.



Inspections & Insurance:

- All child care facility vehicles, including privately owned passenger vehicles that are regularly used to transport children, shall be inspected annually by a mechanic to certify safe and proper working order.
- Minimum inspection requirements for vehicles used to transport children include non-leaking exhaust system, first aid kit, fire extinguisher, unbroken safety glass on all windows, inside rearview mirror and seats securely anchored. (s. 316.615 (2)(a), F.S.)
- Inspection documentation must be maintained in the vehicle and the facility.
- Liability insurance is required for all school buses and motor vehicles being used to transport children. Current liability insurance policy must be available for review. (s. 316.615(4), F.S.) The insurance rate should be \$5,000 multiplied by the number of seats or \$100,000 – whichever is greater.

Driver Requirements:

- All drivers must have a valid Florida driver's license.
- All child care facility drivers must have an annual physical examination which grants medical approval for him/her to drive prior to transporting children. (s. 316.615(3), F.S.)
- Documentation of the license and physical examinations must be maintained in the driver's personnel file. The physical examination with medical approval to drive must be posted in the vehicle when it is in use.



- All child care facility drivers must have current verification of completion of first aid training and child cardiopulmonary resuscitation (CPR) procedures. (Ch. 65C-22.001(6)(a)(2), F.A.C.)
- A telephone or other means of communication shall be available to staff responsible for children during all field trips.

Driver's License:

- A driver's license with a "P" or "S" endorsement is required for a passenger vehicle or a school bus that is designated to transport more than 15 individuals, including the driver. (ss. 322.01(18) and 322.01(37), F.S.)
- Check with your local Department of Motor Vehicles office to determine what type of endorsement is required based on the vehicle capacity.

School Bus:

- A vehicle seat 24 or more pupils must meet all school bus requirements. (ss. 316.615(1)(a) and 1006.25, F.S.)

Supervision:

- No child shall be left unsupervised in a vehicle (even if parked) at any time. (s. 316.6135, F.S.)
- Emergency medical forms signed by the custodial parent or legal guardian and emergency contact numbers must accompany the children on all field trips.



Transportation Log:

- When transporting children, a log denoting the departure time, names of children being transported and the arrival time shall be maintained by the driver.
- Each child shall be marked off the list upon arrival and a physical sweep and visual inspection of the vehicle shall be conducted to ensure that no child is left in the vehicle. The driver shall sign the log verifying that no child was left in the vehicle. (s. 402.305(10), F.S.)
- A second staff member (for facilities and large family child care homes only) is responsible for conducting another physical sweep and visual inspection of the vehicle. They must sign the log verifying that all the children were accounted for and that the drivers log is complete. (s. 402.305(10), F.S.)