

Transportation Policy

Transportation by a third party transportation company:

Responsibility for Pick-Up, Drop-Off and Tracking of Each Child:

(1) Passenger Log:

- a. A passenger log shall be used to track each and every child during transportation. (A sample passenger log, applicable to the transport of Infants and Toddlers, has been provided by EEC.)
- b. The first and last name of each and every child received for transport shall be recorded on the passenger log. A sibling group shall not be listed as a single entry.
- c. The driver or a monitor assigned to of the vehicle shall be responsible for completing the log.

(2) Pick-Up Procedures: The time the child was picked up shall be recorded on the passenger log.

(3) Drop-Off Procedures: The passenger log shall be updated immediately upon the child being released from the vehicle by recording the time the child was dropped off.

It is best practices that when an infant or toddler is picked up or dropped off at home, from a designated stop, or from a child care program, the parent/caregiver or other authorized person, such as a child care educator, initial the passenger log indicating that the child was placed on or received from the vehicle.

(4) Inspection to Confirm that No Child is on the Vehicle:

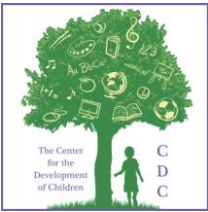
a. Driver Responsibilities. Immediately upon dropping off the last child and to ensure that all children have been dropped off the driver shall:

- i. Physically walk through the vehicle;
- ii. Inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior;
- iii. Sign the passenger log, with the driver's full name and time, indicating that each and every child is unloaded; and
- iv. Give the passenger log to either a monitor (e.g. an adult riding on the vehicle who is responsible for the supervision of a child being transported), or to an additional reviewer (e.g. an employee of or person designated by the Transportation Provider), when there is no electronic vehicle monitoring device on the vehicle.

b. Monitor or Additional Reviewer Responsibilities. A monitor who was also on the vehicle or another person designated by the Transportation Provider ("reviewer") shall:

- i. Physically walk through the vehicle, in addition to the walk through required of the driver;
- ii. Inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior, in addition to the inspection required of the driver;
- iii. Confirm that each and every child is no longer on the vehicle. The monitor or reviewer shall then sign the passenger log with the monitor's or reviewer's full name and time; and
- iv. Immediately notify the Transportation Provider and the child care program of any discrepancies on the passenger log (e.g., the number of children who boarded the vehicle does not match the number of children that were released from the vehicle).

When a child, who is transported to a child care program by a Transportation Provider, does not arrive within thirty minutes of his or her regularly scheduled arrival time and the parent or guardian has not provided notification of absence or delay, the provider shall immediately contact the Transportation



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Provider to determine whether the child was picked up that day, and if so, to determine the child’s location. If the Transportation Provider cannot be reached, the provider shall then contact the parent or guardian to inform the parent or guardian that the child has not arrived. If the parent or guardian cannot be reached directly (i.e. if the provider does not directly speak with a parent), the provider shall then contact the child’s emergency contact person. If a provider is unable to reach the Transportation Provider, parent/guardian or emergency contact, the provider should contact the Family Child Care System or the umbrella organization applicable to that program to determine the location of the child. When a provider reaches a person who can confirm the location of the child, the provider shall note the location of the child, the name of the individual spoken to, and the time on the attendance sheet.

Transportation by a parent/guardian and effective communication:

Effective communication between parents and early education and care providers promotes the safety and welfare of children both in and out of child care settings. Timely communication ensures that children are accounted for as soon as possible. Parents and guardians are strongly urged to promptly notify the child care program that their child will be absent or will arrive later than scheduled that day. The child care program shall note on the attendance sheet the absence or late arrival of the child on the appropriate day and, if known, the name of the person who notified the program of the absence or the late arrival.

For any child who is privately transported or is transported on a vehicle supplied by a public school and who fails to arrive at the child care program within thirty minutes of his or her scheduled arrival time, the provider should contact the parent and/or the school to determine the child’s location, unless notified by the parent or the school that the child will be absent or will arrive later than scheduled that day.

Parking for CDC families:

1. Park in lot adjacent to Dover Automotive
2. Park in gravel lot, BEFORE the circle behind the school
3. Park ALONG FENCE in marked spaces behind school

And walk your child around to the front of the building, and into/from his classroom.

ALL CDC families are REQUIRED to park in the BACK of the school. Please go down Whiting Road (off of Springdale), and just past Dover Automotive on your LEFT is the first parking lot that can be used. The Driveway will circle around back to Springdale Ave.

By signing below, you are acknowledging that you will take responsibility in parking in the appropriate spaces available to the use of CDC, and escorting your child(ren) into and from the appropriate classroom and into the care of an educator or safely into your vehicle. You are also acknowledging your responsibility in notifying the center if your child will be absent or late to school.

Parent signature

Date (Valid for one school year)

Child(ren)’s name