

Transportation Rules – Family Child Care Centers

Use of form: Family child care licensees must complete this checklist and return it to their licensing specialist no later than July 20, 2009. This form will be used by licensing specialists to monitor compliance with certain child care rules regarding transporting children in care. This checklist contains only selected portions of DCF 250 Family Child Care Centers. The licensee must be in compliance with all applicable rules whether or not they are included on this checklist. Refer to the rule book for the complete rule. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: The licensee completes the "Licensee" column and submits the completed form to the department no later than July 20, 2009. The licensing specialist completes the "Licensing Specialist" column during the subsequent monitoring visit. If compliance with an item is "Not Met," a Noncompliance Statement and Correction Plan will be issued and an enforcement action may also be issued.

Name – Center	Name – Licensee	Name – Primary Provider (if not the licensee)
Physical Address – Center (Street, City, Zip Code)	Mailing Address – Center (if different from physical address)	Facility ID Number
Telephone Number	Ages Accepted	
Check all that apply. <input type="checkbox"/> No transportation provided. Sign, date and return form <input type="checkbox"/> Center-provided transportation to and / or from the center	<input type="checkbox"/> Center-provided transportation for field trips <input type="checkbox"/> Center-provided transportation provided in center-owned vehicles <input type="checkbox"/> Center-provided transportation provided in vehicles other than center-owned vehicles	

DEPARTMENT OF CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
DCF 250.04 Operational requirements	Met	N/A	Met	Not Met	N/A	
(2) ADMINISTRATION. A licensee shall do all of the following:						
(g) INSURANCE INFORMATION TO PARENTS Provide written information to parents on whether a licensee has insurance coverage on the premises, on the child care operation and on vehicles if transportation is provided. Liability insurance on the child care business is required if cats or dogs are allowed in areas accessible to children during the hours of operation as specified in s. DCF 250.07(7)(h).						
(4) PARENTS.						
(c) The licensee shall notify a parent of a child in care of all of the following circumstances:						
4. PARENT NOTIFICATION – FIELD TRIP The date, time and destination of any field trip as specified in sub. (6)(a)2.						
(5) STAFF FILE – MAINTENANCE & AVAILABILITY The licensee shall maintain a file for each provider, employee, or substitute and make the file available for review by the licensing representative. The file shall contain all of the following: (for drivers or persons who accompany children during transportation only)						
(i) STAFF FILE – DRIVER'S LICENSE & RECORD For persons who transport children, a copy of the person's driver's license and driving record that is obtained by the licensee under s. DCF 250.08(3)(b).						
(6) CHILDREN'S RECORDS.						
(a) CHILD RECORD – MAINTENANCE, AVAILABILITY The licensee shall maintain a current written record at the center on each child enrolled, including the provider's own children under age 7, and shall make the record available to the licensing representative on request. Each record shall include all of the following:						

DEPARTMENT OF CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS	
	Met	N/A	Met	Not Met	N/A		
250.04(6)(a)2.							
2. CHILD RECORD – FIELD TRIP PERMISSION Parental authorization for the child to participate in and be transported for field trips and other activities if these are part of the program. (Field Trip or Other Activity Notification / Permission may be used for securing parental authorization.)							
3. CHILD RECORD – ALTERNATE ARRIVAL / RELEASE AGREEMENT A written agreement, signed by the parent, outlining the plan for a child to come to the center from school, home or other activities and to go from the center to school, home or other activities unless the child is accompanied by a parent or other authorized person or the child is transported by the center. (Alternate Arrival / Release Agreement may be used to secure the parent's signed agreement.)							
DCF 250.05 Staffing							
(2) STAFF DEVELOPMENT (a) Orientation of employees, volunteers and substitutes. Each employee, volunteers, or substitute shall receive an orientation before beginning work.							
(3) SUPERVISION.							
(L) PROCEDURE – NUMBER, NAMES, WHEREABOUTS KNOWN AT ALL TIMES The licensee shall implement a procedure to ensure that the number, names and whereabouts of children in care are known to the provider at all times. (As it relates to transportation.)							
DCF 250.08 Transportation This subsection applies to all center-provided transportation of children in care, including both regularly scheduled transportation to and from the center and field trip transportation							
(2) EMERGENCY INFORMATION IN VEHICLE All of the following emergency information shall be carried in the vehicle for each child transported: (Use Child Care Enrollment form.)							
(a) EMERGENCY INFORMATION IN VEHICLE – PARENT CONTACT An address and telephone number where a parent or other adult can be reached in an emergency.							
(b) EMERGENCY INFORMATION IN VEHICLE – HEALTH CARE PROVIDER CONTACT The name, address and telephone number of the child's health care provider.							
(c) EMERGENCY INFORMATION IN VEHICLE – EMERGENCY MEDICAL CONSENT Written consent from the child's parent for emergency medical treatment.							
(3) DRIVER							
(a) DRIVER QUALIFICATIONS The driver of a vehicle used to transport children in care shall be at least 18 years of age and shall hold a valid Wisconsin operator's license for the type of vehicle driven.							
(b) DRIVER RECORD – OBTAIN & REVIEW The licensee shall obtain a copy of the driving record for each driver annually and place the record in the staff file. The licensee shall review each driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children.							
(c) DRIVER RECORD – PROHIBITIONS A driver whose driving record poses a threat to the children may not transport children.							
(4) VEHICLE							
(a) The licensee shall ensure that each vehicle, including a licensed contract motor carrier vehicle, such as a hired school bus, that is used to transport children is all of the following:							
1. VEHICLE REQUIREMENTS – REGISTRATION Registered with the Wisconsin department of transportation.							
2. VEHICLE REQUIREMENTS – INTERIOR CONDITION Clean, uncluttered and free of obstruction on the floors, aisles and seats.							
3. VEHICLE REQUIREMENTS – ENCLOSED Enclosed. Children may not be transported in a truck except in the cab.							

DEPARTMENT OF CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
250.08(4)(a)4.						
4. VEHICLE REQUIREMENTS – SAFE OPERATING CONDITION In safe operating condition.						
(b) VEHICLE INSPECTION At 12-month intervals the licensee shall provide the department with evidence of a vehicle’s safe operating condition on a form provided by the department. Note: Form, Vehicle Safety Inspection, may be obtained from the department’s website at http://dcf.wisconsin.gov or from any regional office listed in Appendix A.						
(c) HIRED OR CONTRACTED SCHOOL BUS – COMPLIANCE WITH TRANS 300 Hired or contracted school buses used to transport children shall be in compliance with ch. Trans 300.						
(5) SEAT BELTS						
(a) CAR SAFETY SEAT – CHILD UNDER AGE 1 OR UNDER 20 LBS Each child who is less than 1 year of age or who weighs less than 20 pounds being transported in a vehicle shall be properly seated and restrained in a rear-facing individual child car safety seat when being transported in a vehicle as specified in s.347.48 Stats.						
(b) CAR SAFETY SEAT– CHILD AGE 1 TO 4 OR 20 TO 40 LBS Each child who is at least one year old but less than 4 years of age or who weighs at least 20 pounds but less than 40 pounds shall be properly restrained in a forward facing individual child car safety seat when being transported in a vehicle as specified in s.347.48 Stats.						
(c) CAR SAFETY SEAT– CHILD AGE 4 TO 8 UNDER 80 LBS OR 4’9” Each child who is at least 4 years old but less than 8 years of age, who weighs less than 80 pounds or who is 4 feet 9 inches tall or less shall be properly restrained in a shoulder positioning child booster seat when being transported in a vehicle as specified in s.347.48 Stats.						
(d) SEAT BELT USE Each child who is not required to be in an individual child car safety seat or booster seat required under par. (a), (b) or (c) when being transported shall be properly restrained by a seat belt. Each adult in the vehicle shall be properly restrained by a seat belt. Seat belts may not be shared.						
(e) SEATING IN SCHOOL BUS OR VEHICLE BUILT TO SCHOOL BUS STANDARDS Children transported in school buses or vehicles built to school bus standards shall be properly seated according to the manufacturer’s specifications.						
(6) VEHICLE CAPACITY AND SUPERVISION						
(a) VEHICLE – UNATTENDED CHILD Children may not be left unattended in a vehicle.						
(b) VEHICLE – FRONT SEAT USE Children under age 13 years who are in the care of the center may not ride in the front seat of a vehicle.						
(c) VEHICLE – SUPERVISION When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver whenever there are more than 3 children who either are under 2 years of age or who have a handicap which limits their ability to respond to an emergency.						
(d) VEHICLE – RELEASING CHILD AT DESTINATION After transporting a child to his or her destination, an adult shall ensure the child is in the custody of a provider, a parent, or other adult designated by the parent. A parent of a school-age child may authorize a child to enter a building unescorted. (<i>Transportation Permission</i> may be used to designate an adult to receive a child being transported.)						
(e) TRANSPORTATION – PROCEDURE TO ENSURE CHILDREN EXIT VEHICLE The licensee shall develop and implement a procedure to ensure that all children exit the vehicle after being transported to a destination.						

DEPARTMENT OF CHILDREN AND FAMILIES	Licensee		Licensing Specialist			
250.08(7)	Met	N/A	Met	Not Met	N/A	COMMENTS
(7) SMOKING IN VEHICLE Smoking is prohibited in the vehicle while children are being transported.						

SIGNATURE – Center Representative

 Date Signed

SIGNATURE – Licensing Specialist

 Review Date