

Transportation Rules – Group Child Care Centers DCF 251

Use of form: Group 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 251 Group 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.

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		Physical Address – Center (Street, City, Zip Code)			Facility ID Number	
Name – Center Director		Licensed Capacity		Ages Accepted		Telephone Number – Center
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		

	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
DCF 251.04 Operational requirements						
(2) ADMINISTRATION. A group child care center licensee shall do all of the following:						
(g) CERTIFICATE OF INSURANCE Submit to the department a certificate of insurance reflecting:						
1. INSURANCE – DATES OF COVERAGE Current dates of coverage for all of the following:						
(i) POLICIES SUBMITTED FOR APPROVAL & IMPLEMENTED Develop, submit to the department for approval and implement as approved written policies and plans, consistent with the requirements of this chapter, on the following subjects: (Note: Changes must be submitted to the department immediately.)						
9. POLICY SUBMITTED & IMPLEMENTED – TRANSPORTATION Transportation, if the center will transport children either on field trips or on a regular schedule. The policy shall include a procedure to ensure that no child is left unattended in a vehicle.						
(4) PARENTS (a) The center administrator shall notify the parents of an enrolled child of all of the following:						
4. PARENT NOTIFICATION – FIELD TRIP Of the date, time and destination of any field trip which requires the use of a vehicle.						
(5) STAFF RECORDS (for drivers or persons who accompany children during transportation only)						
(a) STAFF FILE – MAINTENANCE & AVAILABILITY The licensee shall maintain a file on each employee which is available for examination by the licensing representative at the center. An employee's file shall include all of the following: (The form <i>Staff Record Checklist – Group Child Care Centers</i> may be used to check staff records for compliance.) Check date for orientation (within first week)						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
251.04(6)						
(6) CHILDREN'S RECORDS						
(a) CHILD RECORD – MAINTENANCE & AVAILABILITY The licensee shall maintain a current written record obtained prior to the child's first day of attendance or subsequent re-enrollment at the center on each child enrolled and shall make the record available to the licensing representative on request. Each record shall include all of the following: (The form <i>Child Record Checklist – Child Care Centers</i> may be used to check multiple children's records for compliance.)						
3. CHILD RECORD – TRANSPORTATION AUTHORIZATION Authorization from the parent to transport the child to and from the center, when transportation is provided. (The form <i>Transportation Permission – Child Care Centers</i> or the center's own form may be used to obtain authorization.)						
4. CHILD RECORD – FIELD TRIP AUTHORIZATION Authorization from the parent for the child to participate in and be transported for field trips and other activities, if these are part of the center's program. (The forms <i>Field Trip or Other Activity Notification / Permission – Child Care Centers</i> or <i>Child Care Enrollment</i> or the center's own form may be used for securing parental authorization.)						
DCF 251.05 Staffing						
(3) SUPERVISION						
(f) CHILD TRACKING PROCEDURE The center shall implement a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times (as it relates to transportation).						
(h) PROCEDURE IF CHILD IS ABSENT WITHOUT PRIOR NOTIFICATION The center shall implement a procedure to contact a parent if a child is absent from the center without prior notification from the parent (as it relates to transportation or school-age children).						
(4) STAFFING AND GROUPING						
(j) STAFFING REQUIREMENTS – 9 OR MORE CHILDREN ON FIELD TRIP When 9 or more children are on a field trip there shall be at least 2 child care workers accompanying the children and the staff-to-child ratios in Table DCF 251.05-D shall be maintained. At least one of the child care workers shall be a child care teacher.						
DCF 251.07 Program						
(5) MEALS AND SNACKS						
(a)2. MEALS & SNACKS – CENTER-PROVIDED TRANSPORTATION Center-provided transportation time shall be included in determining the amount of time children are present for the purposes of subd. 1.						
DCF 251.08 Transportation						
(2) GENERAL						
(a) CENTER RESPONSIBILITY FOR CHILD DURING TRANSPORTATION The center shall be responsible for a child between the time the child is placed in a vehicle until the child reaches his or her destination and is released to a person responsible for the child.						
(b) EMERGENCY INFORMATION IN VEHICLE The following emergency information shall be carried in the vehicle for each child transported: (The form <i>Transportation Permission - Child Care Centers</i> or the center's own form may be used to secure the required information.)						
1. EMERGENCY INFORMATION IN VEHICLE – PARENT CONTACT An address and telephone number where a parent or other adult can be reached in an emergency.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
251.08(2)(b)2.						
2. EMERGENCY INFORMATION IN VEHICLE – PHYSICIAN CONTACT The name, address, and telephone number of the child's physician or medical facility.						
3. EMERGENCY INFORMATION IN VEHICLE – EMERGENCY MEDICAL CONSENT Written consent from the child's parent for emergency medical treatment.						
(c) SMOKING IN VEHICLE Smoking is prohibited in the vehicle while children are being transported.						
(d) REPORTING VEHICLE ACCIDENTS The center administrator shall submit a copy of any accident report to the department within five days after the occurrence of an accident involving a vehicle transporting children.						
(3) DRIVER						
(a) DRIVER – QUALIFICATIONS The driver of a center-provided vehicle shall be or have all of the following:						
1. DRIVER QUALIFICATIONS – MINIMUM AGE At least 18 years of age.						
2. DRIVER QUALIFICATIONS – LICENSE A valid Wisconsin operator's license for the type of vehicle driven.						
3. DRIVER QUALIFICATIONS – EXPERIENCE At least one year of experience as a licensed driver.						
(b) DRIVER RECORD – OBTAIN & REVIEW The licensee shall obtain a copy annually of the driving record for each driver of a center-provided vehicle and shall 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) A vehicle used to transport children shall be:						
1. VEHICLE REQUIREMENTS – REGISTRATION Registered in Wisconsin.						
2. VEHICLE REQUIREMENTS – INTERIOR CONDITION Clean, uncluttered and free of obstructions on the floors, aisles and seats.						
3. VEHICLE REQUIREMENTS – ENCLOSED Enclosed. Children may not be transported in a truck except in the cab.						
(b)1. CAR SAFETY SEAT– CHILD UNDER AGE 1 OR UNDER 20 POUNDS Each child who is under 1 year of age or who weighs less than 20 pounds shall be properly restrained in a rear-facing individual child car safety seat when being transported in a vehicle as specified in s. 347.48 Stats.						
2. CAR SAFETY SEAT – CHILD AGE 1 TO 4 OR 20 TO 40 LBS Each child who is at least 1 year of age 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.						
3. BOOSTER SEAT RESTRAINT – CHILD AGE 4 TO 8 OR UNDER 80 LBS OR 4'9" Each child who is at least 4 years of age but less than 8 years, weighing not more than 80 pounds or taller than 4 feet 9 inches shall be properly restrained in a shoulder-positioning child booster seat when being transported in a vehicle as specified in s. 347.48 Stats.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
251.08(4)(b)4.						
4. SEAT BELT USE Each child who is not required to be transported in an individual child car safety seat or booster seat when being transported in a vehicle 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.						
5. 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.						
(c) VEHICLE – PASSENGER DOORS Passenger doors shall be locked at all times when a vehicle transporting children is moving.						
(d) VEHICLE – FRONT SEAT USE Children under age 13 may not ride in the front seat of a vehicle.						
(5) VEHICLE CAPACITY AND SUPERVISION						
(a) VEHICLE – UNATTENDED CHILDREN Children may not be left unattended in a vehicle.						
(b) VEHICLE – ADDITIONAL ADULT SUPERVISION When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver in either of the following circumstances:						
1. VEHICLE SUPERVISION – 3 OR MORE CHILDREN UNDER 2 OR WITH DISABILITY There are more than 3 children who are either under 2 years of age or have a disability which limits their ability to respond in an emergency.						
2. VEHICLE SUPERVISION – 10 OR MORE CHILDREN UNDER 5 There are more than ten children under five years of age in the vehicle.						
(c) RELEASING A CHILD AFTER TRANSPORTATION After transporting a child to his or her destination, an adult shall wait until the child enters the building or is in the custody of an adult designated by the parent, unless otherwise authorized by the parent of a school-age child.						
(d) VEHICLE CAPACITY A seat in the vehicle shall be provided for each child. In a vehicle not required to have seat belts, the manufacturer shall determine the capacity of the vehicle.						
(e) TRANSPORTATION – PROCEDURE TO ENSURE CHILDREN EXIT VEHICLE The center shall develop and implement a procedure to ensure that all children exit the vehicle after being transported to a destination.						
(6) REGULARLY SCHEDULED TRANSPORTATION. (a) When regularly scheduled transportation is provided by a center, the center shall maintain the following information in writing at the center and in each vehicle:						
1. TRANSPORTATION – LIST OF CHILDREN TRANSPORTED ON FILE A list of children transported.						
2. TRANSPORTATION – ROUTE & STOPS ON FILE The transportation route and scheduled stops.						
3. TRANSPORTATION – AUTHORIZED PERSON TO RECEIVE CHILD ON FILE The name and address of the person authorized to receive a child if the child is dropped off at a place other than the child's residence.						
4. TRANSPORTATION – PROCEDURE IF NO ONE HOME TO RECEIVE CHILD ON FILE Procedures to be followed when the parent or designated authorized adult is not at home to receive the child.						

CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
251.08(6)(b)						
(b) TRANSPORTATION – PROCEDURE FOR CHILDREN WITH DISABILITIES The center shall maintain written safety precautions to be followed and implemented when transporting children with disabilities or children who have a limited ability to respond in an emergency.						
(c) TRANSPORTATION – CONTRACTED / CHARTERED VEHICLE CONTACT When transportation services are contracted or chartered, the name, address and telephone number of the contracting firm and the name of a representative of the firm who may be contacted after hours shall be on file at the center.						
(7) CENTER VEHICLES						
(a) VEHICLE – CONDITION, INSPECTION REPORT A center-provided vehicle shall be in safe operating condition. Except for licensed contract motor carrier vehicles, the licensee shall provide the department with evidence of the vehicle's safe operating condition at 12-month intervals on a form the department provides. Licensed contract motor carrier vehicles shall comply with all applicable standards for those vehicles.						
(b) VEHICLE – FIRST AID KIT A center-provided vehicle, other than a licensed contract motor carrier, shall be equipped with a first aid kit.						

SIGNATURE – Center Representative

 Date Signed

SIGNATURE – Licensing Specialist

 Review Date