ADM103: Transportation and Field Trip Safety for Child Care Centers
Handout

Welcome to ADM103

This course presents recommended practices and policies for the safe, developmentally appropriate transport of young children to and from child care centers. Information is based primarily on federal safety standards, which are generally used as the basis for state standards, though specific regulations vary from state to state. Topics include staff training and support; recommended vehicle types and maintenance routines; child passenger restraint systems; operating procedures and practices; safe loading and unloading procedures; field trip safety, and more.

Objectives:

By taking notes on the handout and successfully answering assessment questions, participants will meet the following objectives as a result of taking this course:

- Identify key recommendations from the National Transportation Safety Board regarding child passenger safety
- Recall responsibilities of a center’s transportation supervisor, drivers, and other staff with relation to transporting young children
- Identify recommended practices for maintaining a center’s bus or other transport vehicle
- Recognize recommended practices for the use of child restraint systems according the National Transportation Safety Board and the National Highway Traffic Safety Administration
- Identify safe vehicle operating procedures
- Recall recommended procedures for loading and unloading buses and other transport vehicles, as well as safe riding practices
- Identify recommended practices for conducting evacuation drills and emergency management
- Recognize safe practices for planning and managing field trips

References:

Course Notes:

Use the space provided to record important information from this section.

Why Transportation Safety Is Important for All Early Childhood Professionals

Important Note about State Regulations

Most states use NTSB and other federal guidelines when developing state regulations. However, it is important to note that federal agencies generally provide recommendations which are not legally binding. As a result, regulations may vary significantly from state to state, so it is essential that all providers check their state regulations before transporting children.

The Basis of Current State Transportation Safety Regulations
Center Transportation Policy

What is a general transportation policy?

Staff Roles in Transportation

Transportation Supervisor

Drivers

What is a CDL?

It is recommended that drivers have full knowledge and understanding of the following:
Vehicle Safety and Compliance

Type of Vehicle

Define *nonconforming van*:

Additional Requirements and Recommendations Regarding Vehicle Safety and Compliance

Insurance

Number of Vehicles

Registration and Licensing

Maintenance

Daily Maintenance

Weekly Maintenance

Monthly Maintenance
Annual Inspection and Maintenance

Passenger Restraints and Safety

Child Passenger Safety

Car seat misuse examples include:

Effective actions to save the lives of children from the American Academy of Pediatrics:

*What can you do to protect young children riding in vehicles?*
Proper Installation and Use of Car Seats

**Proper Safety Seat Tips**

**Tip:** Tighten Harness Straps

**Tip:** Check Height of Harness

**Tip:** Buckle all Buckles

**Tip:** Properly Position Chest Clip

Booster seats should be used to:

Children should always wear:

Children *should not* wear:
First Aid and Emergency Preparation

According to *Caring For Our Children*, first aid kits should contain these basic supplies:

- Scissors
- Tweezers
- Adhesive strip bandages
- Bandage tape
- Sterile gauze pads
- Flexible roller gauze
- Triangular bandages
- Safety pins
- Eye patch or dressing
- Plastic bags for clean-up
- Cell phone
- Pen/pencil and note pad
- Cold pack
- Water
- Liquid soap
- Hand sanitizer
- Tissues
- Wipes
- Flashlight
- Whistle
- Battery-powered radio
- Disposable nonporous, latex-free or non-powdered latex gloves (latex-free recommended)
- Non-glass, non-mercury thermometer to measure a child’s temperature
- Individually wrapped sanitary pads to contain bleeding of injuries
- Current American Academy of Pediatrics (AAP) standard first aid chart or equivalent first aid guide such as the AAP Pediatric First Aid For Caregivers and Teachers (PedFACTS) Manual
- Any other supplies required by local regulatory agencies

In addition, first aid kit used on vehicles should include ALL items listed previously AND the following emergency information/items:
Evacuation Drills

Documentation of the evacuation drill should include:

Staff members must be trained and prepared to:

Emergencies

Cell Phones and GPS Devices

Vehicle Operating Procedures

General Requirements

Seating
Communication

Trip Length

Climate Control

Supervision Ratios

Required Paperwork

Agreement for routine transportation

Transportation schedules and route information

Emergency information

Roster
Loading, Riding, and Unloading Procedures and Policies

Entering the Vehicle

Try This!

Name Recognition

It is good practice to have a way of recognizing children in case of an emergency. One recommendation for helping emergency personnel identify the children is to require all children to wear small name tags on their shoes or inside their shirts. Another way is to include photos of each child with their transportation profile.

Riding in the Vehicle

*Children* ________________________________ *vehicle unattended.*

The following safety rules for the ride can be adapted for different ages:
Exiting the Vehicle

Checking Vehicle After Use

*The driver must:*

Field Trip Safety

Site Evaluation

While at the site, the staff member should:

Parental Permission
Communication with Child Care Facility

Additional Field Trip Safety Considerations

Child-Staff Ratios

Identification

Snacks and Water

First-Aid Kit

Evacuation Drills and Emergency Planning
Safety at the Field Trip Site

Face-to-name counts are required frequently while on the trip. They should be done:

Try This!

The Buddy System

In addition to the frequent face-to-name counts and close supervision, a good way to keep children safe is to pair them up with a buddy. The buddy system is not a substitute for close adult supervision. However, buddies can keep an eye on one another, helping to ensure that nobody falls behind and informing the chaperones if someone feels sick or exhausted.