

5101:2-12-18

**Transportation procedural requirements for licensed child care centers.**

(A) ~~In order to ensure the safety and adequate supervision of children~~ Children traveling off the premises of the center while under the care of a center employee, ~~children~~ shall be supervised at all times in accordance with the following:

- (1) The staff/child ratio requirements of rule 5101:2-12-20 of the Administrative Code shall be met on field trips and routine trips. Children shall be assigned to specific child care staff members for all field trips.
- (2) On routine trips, the driver shall be an employee or child care staff member with the exception of contracted transportation services.
- (3) Parents, guardians or adults authorized by the center may be drivers on field trips provided that staff/child ratio requirements are met at the destination.
  - (a) When children are transported in a parent's, guardian's or authorized adult's vehicle, they shall be seated and restrained in a child restraint system according to the requirements of section 4511.81 of the Revised Code.
  - (b) The child care staff member responsible for each child on the field trip shall maintain a written record of which vehicle each child is being transported in and the cellular phone number of the adult in that vehicle ~~who could be contacted in an emergency.~~
- (4) A second adult shall be present in the vehicle for every five infants or a combination of seven or more toddlers, preschool and school age children whenever children are transported by a vehicle.
- (5) A second adult shall be present in the vehicle for every ten school children, or the driver shall have a means of immediate communication, such as cellular phone, to summon a second adult whenever only school children are transported in one vehicle.
- (6) The second adult in the vehicle may be the driver, ~~or~~ a parent or volunteer.
- (7) ~~An adult must be present with the vehicle any time children are in the vehicle.~~  
At no time are children to be left unattended in a vehicle.
- (8) During routine walking trips or walking field trips, a second adult shall be present for every five infants or a combination of seven or more toddlers,

preschool and school children or for every ten school children if the group of children on the walking trip includes only school children.

(B) While children are transported to and from the center on routine trips from the child's home or school, they shall not count in the center's capacity. All other rules in chapter 5101:2-12 of the Administrative Code shall apply, including ratio and supervision.

~~(B)~~(C) The center shall have written permission from the parent or guardian before transporting or walking children off the center premises or out of the areas approved for child care. The permission form signed by the parent or guardian shall include:

- (1) The child's name.
- (2) The specific destination(s).
- (3) The dated signature of the parent or guardian.
- (4) For field trips, the date of the field trip and the approximate time during which the children will be on the trip.
- (5) A statement notifying parents or guardian that their child will be participating in activities near water if water that is more than two feet in depth will be accessible to the children on the field trip.
- (6) A statement notifying parents or guardians how their child will be transported, such as if the child will be transported by vehicles provided by the center, other parents' vehicles or public transportation.

~~(C)~~(D) Permission for routine trips shall be updated at least annually, or as needed.

~~(D)~~(E) Written permission shall be retained on file for at least one year and shall be available for review by the Ohio department of job and family services.

~~(E)~~(F) If the vehicle used to transport children is manufactured with seat belts, they shall be utilized by all adults and children, and no more than one person may be strapped in each seat belt. Children or adults shall not be permitted to stand in a moving vehicle, sit on the floor or ride in a vehicle where all seats are not securely anchored.

~~(F)~~(G) All children shall be seated and restrained in a child restraint system, according to the requirements of section 4511.81 of the Revised Code.

~~(G)~~(H) Children under twelve years of age shall not be permitted to ride in the front seat of any vehicle.

~~(H)~~(I) The driver shall see that each child safely boards and exits the vehicle from the curb side of the street whenever physically possible and out of the path of moving vehicles. Drop off or pick ups at which it is not possible to board and exit from the curb side ~~must~~shall be conducted in a safe manner and with close supervision by the child care staff member responsible for the children.

~~(I)~~(J) The driver shall conduct a check of the vehicle at the completion of each trip to ensure that no child has been left on the vehicle.

~~(J)~~(K) Prior to transporting children, staff shall check the fuel level of the vehicle and fill it if necessary. Children shall not be in the vehicle when it is being refueled ~~except when~~unless the trip is of such a length as to require refueling after starting with a full tank.

~~(K)~~(L) Smoking shall be prohibited in all vehicles owned or leased by the child care facility. Smoking shall be prohibited in all privately owned vehicles when occupied by children.

~~(L)~~(M) A ~~person~~child care staff member trained in first aid and management of communicable disease and CPR, in accordance with rule 5101:2-12-27 of the Administrative Code, shall be present at the destination on all field trips, and a ~~person~~child care staff member trained in first aid and management of communicable disease in accordance with rule 5101:2-12-27 of the Administrative Code shall be present in the vehicle for routine trips. ~~The person providing coverage for this requirement must have both first aid and management of communicable diseases. Another staff member present at the destination of the field trip may provide coverage for CPR.~~

~~(M)~~(N) A copy of a completed JFS 01234 "Child Enrollment and Health Information for Child Care Centers and Type A Homes" (rev. 2/2009)(rev. 9/2011) as required by rule shall be available for each child on all trips except for routine walks.

~~(N)~~(O) The following shall be available on all trips, including routine walks:

(1) First aid supplies as required by rule 5101:2-12-36 of the Administrative Code,

shall be available at all field trip destinations and on all vehicles used for routine trips. Vehicles which are inspected by the Ohio state highway patrol shall maintain first aid kits which meet the requirements of that agency.

- (2) The completed JFS 01236 "~~Child Medical/Physical Care Plan~~" (rev. 09/2006) "Child Care Plan for Health Conditions or Medical Procedures for Child Care Centers and Type A Homes" (rev. 9/2011), or the equivalent form for any child who has health conditions which could require special procedures or precautions during the course of the trip. The center shall also take supplies needed to provide treatment.
  - (3) A record listing each child on the trip.
  - (4) A working cellular phone or other means of immediate communication, ~~which~~ The phone shall not be used by the driver while the vehicle is in motion.
- ~~(O)~~ (P) Except for routine trips to and from the child's school or home, each child on the trip shall have identification attached containing the center's name, address, and a telephone number to contact in the event the child becomes lost.

Effective:

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Certification

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Date

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