

5101:2-12-18

**Transportation ~~and field trip safety~~ procedural requirements
for licensed child care centers.**

(A) In order to ensure the safety and adequate supervision of 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 bus 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.
- (4) Whenever children are transported by vehicle, 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.
- (5) Whenever only school children are transported in one vehicle, 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.
- (6) The second adult in the vehicle may be the driver or a parent or volunteer.
- (7) At no time are children to be left unattended in a vehicle. An adult must be present in the vehicle.
- (8) During routine or field walking 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) The center shall have written permission from the parent or guardian before transporting or walking children off the center premises. The ~~Written~~ permission ~~from 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) ~~Before the child participates~~ A statement notifying parents that their child will be participating in activities near water two or more feet in depth 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 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) Permission for routine trips shall be updated at least annually, or as needed.
- (D) Written permission shall be retained on file for at least one year and shall be available for review by the department.
- (E) If the vehicle used to transport children is manufactured with seat belts, they shall be utilized by adults and children, and no more than one ~~child~~ person may be strapped in each seat belt. Children or adults shall not be permitted to stand in a moving vehicle, ~~or~~ sit on the floor or ride in a vehicle where all seats are not securely anchored.
- (F) All children shall be seated and restrained in a child safety seat, according to the requirements of ~~Ohio law~~ section 4511.81. of the Revised Code, which can be accessed at <http://onlinedocs.andersonpublishing.com>.
- (G) Children under twelve years of age shall not be permitted to ride in the front seat of any vehicle.
- ~~(G)~~(H) The driver shall see that each child boards and exits the vehicle from the curb side of the street and out of the path of moving vehicles.
- ~~(H)~~(I) The driver shall conduct a check of the vehicle at the completion of each destination trip to ensure that no child has been left on the vehicle.
- (J) 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 a trip is of such a length as to require refueling after starting with a full tank.

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

~~(H)~~(L) A person 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 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 fieldtrip may provide coverage for CPR.

~~(M)~~ A completed JFS 01234 "Child Enrollment and Health Information" (rev. 09/2006) shall be available on all trips except for routine walks.

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

(1) First aid supplies as required by rule 5101:2-12-36 of the Administrative Code, except those vehicles which are inspected by the Ohio state highway patrol shall maintain first aid kits which meet the requirements of that agency. These supplies shall be available at all field trip destinations and on all vehicles used for routine trips; and

~~(2) Emergency transportation authorization for each child; and~~

~~(3)~~(2) The ~~health record~~ completed JFS 01236 "Child Medical/Physical Care Plan" (rev. 09/2006) 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; and

~~(4)~~(3) A record listing each child on the trip.

(4) A working cellular phone or other means of immediate communication, which shall not be used by the driver while the vehicle is in motion.

~~(L)~~(O) 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.

~~(M)~~ The driver for all trips shall meet all of the following requirements:

- ~~(1) Be at least eighteen years old.~~
 - ~~(2) Hold a currently valid driver's license required for the vehicle driven in accordance with Ohio law.~~
 - ~~(3) Not be under the influence of any substance which could impair driving abilities.~~
 - ~~(4) If the driver is an employee of the center, rules 5101:2-12-25 and 5101:2-12-26 of the Administrative Code shall be met by this driver, and this documentation shall be on file at the center.~~
- ~~(N) Vehicles operated by the center or driven by the center staff to transport children for routine trips or field trips shall be mechanically safe and shall receive an annual safety check from an automotive service excellence (ASE) certified mechanic or other entity pre-approved by the department. Parents' vehicles used for field trips shall be exempt from this safety check requirement. Verification of the safety check shall be a written inspection verification or a dated statement of a mechanic's inspection and identification number of the certified mechanic. This verification shall include notation and correction of any safety violation and shall be maintained on file at the center for review by the director's representative. The safety check shall include, at a minimum:~~
- ~~(1) Lights and turn signals.~~
 - ~~(2) Brakes.~~
 - ~~(3) Windshield wipers.~~
 - ~~(4) Horn.~~
 - ~~(5) Tires.~~
 - ~~(6) Seat belts.~~

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Certification

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