

Emmanuel Lutheran Early Childhood Ministry

TRANSPORTATION (Field Trips) POLICY

The safety of children and staff is a priority. Proper restraint systems and the correct use of them are critically important during travel to and from field trip locations. This policy is in force anytime children are transported by the childcare program.

Our Pre-K children, ages 4 & 5, participate in field trips throughout the school year. Our 2's and 3's classes generally participate only in the Family Zoo Day field trip in late May. Special permission forms for the 2's & 3's classes will be required if they participate in anything prior to May.

Procedures and Practices

- Smoking is prohibited in vehicles used to transport children.
- Children will be transported properly in a seat belt, car seat or booster seat.
- Parents may be required to supply a booster or car seat as needed for their child if field trips involving use of transportation are a part of the program.
- Staff will be sure that car seats, booster seats and seat belts are used properly, and that each child is properly secured before setting the vehicle in motion.
- Staff will assist with releasing children from their transportation safety restraints, when needed.
- All adults in the vehicle will use proper restraining devices according to the vehicle manufacturer's recommendations.
- The number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle.
- Children will be prohibited from drinking, standing or other dangerous or distractive activities during transportation.
- Children will never be left unattended in a vehicle, even for brief periods.
- All children will be accompanied by an adult to/from the vehicle to ensure safety.
- All children will be accounted for before leaving the facility and again before returning.
- All travel routes will be planned in advance.

Vehicle Requirements

- Only insured, licensed and well-maintained vehicles will be used to transport children. 18 passenger vans are **not** permitted.
- A back-up vehicle will be available if needed, and can be dispatched immediately in case of an emergency.
- A first-aid kit and list of emergency contacts for all children and adults will be brought along on any field trip.
- A cell phone will be available in case of emergency.

Driver Qualifications

- Drivers will be legally licensed and shall not be under the influence of any chemical substance that may alter their ability to drive safely.
- Drivers will obey all traffic regulations.
- The driver will be familiar with the planned route ahead of time.
- To prevent distractions, the driver is not permitted to talk on a cell phone, text or play music loudly.

Child's Name _____ Date of Birth _____

I have **read, understand and approve** of the above transportation policy for my child.

Parent/Guardian Signature _____

Date _____

PLEASE KEEP THIS COPY FOR YOUR RECORDS. THANKS!

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