



Transportation Plan

Guidance and Template

The following are the health and safety requirements for transportation.¹ Use the questions to think through how your program will meet each of the requirements.

Children who become sick while in care should be sent home and should not be transported in the same vehicle used to transport other children from the program.	<i>Who ensures this requirement? Who documents? Where are documents stored?</i>
Children being transported must be one stable group. However, this stable group can include children from multiple stable groups within the child care program.	<i>Who decides the “transportation stable groups”? How are these stable groups tracked and documented? Who reviews this documentation, and who is responsible for making changes and updates as needed?</i>
Require transportation staff to follow the “Daily Health Check” health protocols when reporting to work.	<i>Who ensures staff follow health protocols? How is this documented?</i>
Require transportation staff to adhere to exclusion rules and to follow all individual Education Plan (IEP) or Individual Family Service Plan (IFSP) guidance for the safe and appropriate transport of children.	<i>Who is responsible for ensuring transportation staff follow exclusion rules, and IEPs and/or IFSPs? How is it documented? Who is responsible for orienting staff on these rules and guidance?</i>
Require transportation staff to wear face coverings.	<i>Who will be responsible for ensuring transportation staff have personal protective equipment (PPE)?</i>
Ensure that the staff transporting children are conducting daily health checks prior to children entering the program (preferable during the route). Ensure if the daily health check occurs before or during the route, the child or a caregiver is able to answer the daily health questions. If the health check does not occur on the route, the provider must have a system for contacting parents/caregivers to answer to the daily health questions.	<i>Who conducts health checks? When is the health check conducted? Who answers the daily health questions? How this recorded? What system/s will be used to complete the daily health questions for each child if the child is too young to provide answers?</i>

¹ Refer to <https://oregonearlylearning.com/COVID-19-Resources>. “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19.” Published 8/14/2020, updated January 2021.

Develop procedures for communicating with families and staff about any updates, additional health information, and any changes to transportation protocols.	<i>Who ensures that families and staff are aware of the transportation protocols and changes or updates as they occur?</i>
Develop and apply procedures to require physical distancing between staff and adult dropping off child and require transportation staff to wear face coverings.	<i>Who develops the procedures, and how are they communicated to staff and adults dropping off children? Who assures staff has the proper PPE?</i>
Assign children to the same location and car seat each day. A seating chart must be developed and clearly displayed for all transportation staff.	<i>Who assigns children? Who develops and posts the seating chart? How do they access materials to create and post the seating chart? Who is responsible for updating the chart when participants change?</i>
To reduce person-to-person spread, transportation staff must ensure children are at least three feet apart during transport. If in a home based child care program and using a passenger vehicle, three feet distance is recommended but not required.	<i>Who is responsible for ensuring distances between children are maintained? If a home based program and using a personal vehicle, what considerations could be used to include distance during transport?</i>
When getting out of the vehicle, children must be able to do so in a manner that minimizes passing other children (e.g., unload from front to back of vehicle).	<i>Who develops and communicates the disembarking plan? Who is responsible for ensuring the plan is followed?</i>
Staff must use hand sanitizing spray or gel (containing between 60-95% alcohol) in between helping each child and when getting on and off the vehicle. Gloves are not recommended; hand sanitizer is strongly preferred. If hand sanitizer is not available, disposable gloves can be used and must be changed to a new pair before helping each child.	<i>Who provides sanitizer to staff, and who monitors and inventory and orders supplies?</i>
Staff and children must wash hands as they enter the facility.	<i>Who ensures that staff and children wash hands as they enter the facility?</i>
Immediately following each transportation session, staff must clean and sanitize the entire transportation vehicle, paying particular attention to frequently touched surfaces, such as seats, steering wheel, door handles, handrails, air vents, and the top of seats. Car safety seats and seat belts should be cleaned with mild detergent and water.	<i>Who communicates this requirement to transportation staff and how is this documented? Who develops and distributes sanitation routines/checklists? How do staff document sanitation, and how are those documents reviewed and stored? Who is responsible for ensuring that sanitation is complete?</i>
Sanitation products should be EPA-Registered Products for Use Against Novel Coronavirus SARSSoV-2 (the cause of COVID-19).	<i>Who is responsible for ordering and distributing sanitation products? Who monitors inventory and orders supplies?</i>

Transportation plans must comply with all applicable state and federal guidelines. Use the following template to write the transportation plan.

TRANSPORTATION PLAN

Health screenings for staff and children must occur when providing transportation either during the route or upon arrival to the program and prior to entering the stable group.

Describe how and when staff and child health screenings will occur and how they will be documented. Describe what systems are used to ensure answers to the daily health questions are documented for each child?

Staff must wear face coverings.

Describe who is responsible for ensuring that staff have required PPE, how it will be distributed, and how adequate inventory of PPE will be maintained.

The program must create a cleaning and sanitation schedule for the vehicle.

Describe this schedule, what is cleaned, how it is cleaned and who is responsible for cleaning and maintaining adequate cleaning supplies.

A transportation schedule must be created that minimizes the time each child is in transport.

Describe your transportation schedule and how it minimizes the time each child is in transport.

A program must maintain regular communication with families and staff regarding any changes to transportation protocols.

Describe your procedures for communicating any possible changes, and explain who will be responsible for this communication.

A program must have a procedure for sending home a sick child who uses transportation during the school day.

Describe your procedure. Include how you will determine a child needs to be sent home, how you will communicate with families, what will happen if family members do not respond immediately, and how the child will be transported home in a way that ensures their safety and the safety of children potentially using the same mode of transportation.