



# Transportation Plan

## Guidance and Template

The following are the health and safety requirements for transportation.<sup>1</sup> 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.	<i>Who is responsible for ensuring transportation staff follow exclusion rules? How is it documented?</i>
Ensure staff 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 orienting transportation staff to such plans? Who is responsible for ensuring that transportation staff follow guidance, and how is it documented?</i>
Require an adult to bring children to the vehicle; the adult must remain until after the daily health check.	<i>How are parents oriented to this requirement, and how is that documented? What is the procedure when adults do not bring the child to the vehicle, or if an adult leaves before the health check is complete, or if the child fails the health check?</i>

<sup>1</sup> 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.

<p>Conduct a daily health check prior to the child getting on the bus. Verification of the daily health check must be recorded.</p>	<p><i>Who conducts and records the daily health check, and how?</i></p>
<p>Develop and apply procedures to require physical distancing between staff and adult dropping off child.</p>	<p><i>Who develops the procedures, and how are they communicated to staff and adults dropping off children?</i></p>
<p>Assign children to the same location and car seat each day. A seating chart must be developed and clearly displayed for all transportation staff.</p>	<p><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></p>
<p>To reduce person-to-person spread, transportation staff must ensure children are at least three feet apart during transport.</p>	<p><i>Who is responsible for ensuring distances between children are maintained?</i></p>
<p>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).</p>	<p><i>Who develops and communicates the disembarking plan? Who is responsible for ensuring that the plan is followed?</i></p>
<p>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.</p>	<p><i>Who provides sanitizer to staff, and who monitors and inventory and orders supplies?</i></p>
<p>Immediately following each transportation session, staff must clean and sanitize the entire transportation vehicle, paying particular attention to frequently touched surfaces, such as seats/car seats, steering wheel, door handles, handrails, seat belts, air vents and the top of seats.</p>	<p><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></p>
<p>Sanitation products should be EPA-Registered Products for Use Against Novel Coronavirus SARSSoV-2 (the cause of COVID-19).</p>	<p><i>Who is responsible for ordering and distributing sanitation products? Who monitors inventory and orders supplies?</i></p>



**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 prior to providing transportation.**

*Describe how staff and child health screenings will occur and how they will be documented.*

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**Staff must wear face coverings or face shields.**

*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.*

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**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.*

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**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.*

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**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 who will be responsible for this communication.*

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**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.*

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