



# Transportation



## Frequently Asked Questions

- Q. Do I have to use Bright from the Start's transportation forms?
- A. No. You are not required to use the Department's transportation forms. However, if using other forms, you should have those approved by your Consultant, prior to use, to ensure that all rule requirements are met.
- Q. If I have an alarm on my vehicle, am I still required to do two checks?
- A. Yes, with the changes in the transportation rules effective 3/17/14, two checks of the vehicle are required, regardless of whether or not the vehicle has an alarm.
- Q. What if there are multiple vehicles on a field trip?
- A. Each vehicle should have its own passenger checklist and staff should complete the checklist as required. A staff person from each vehicle can conduct and document the second check of the other person's vehicle at the field trip destination.
- Q. Can parent volunteers conduct the second check of a vehicle on a field trip?
- A. No. The second check of the vehicle has to be conducted by a designated *staff* person.
- Q. Can you use a separate field trip permission form instead of using the one on the field trip transportation checklist form?
- A. Yes. You can use a separate field trip permission form for parent permission. You should attach these forms to your field trip transportation documentation forms for review by your Consultant.
- Q. Are transportation forms and paperwork required for children who are transported to the center by a public school bus?
- A. No. If transportation is provided by the public school system then transportation requirements are not applicable to the center.

- Q. Can the second check be done by a person on the vehicle?
- A. Yes. As long as the second check is done by an additional staff person, it does not matter whether or not that person was on the vehicle.
- Q. When do I have to make a phone call for second check documentation?
- A. You would use the phone call in the following scenarios:
- You are the only staff person on a field trip. Because there is no additional staff person that can conduct a 2<sup>nd</sup> check of the vehicle at the destination, you would call the facility after completing your 1<sup>st</sup> check to let them know everyone is accounted for and document the call, and the person you spoke to on the form.
  - You are the only staff person at the center at the return of a trip. Because there is no additional staff person that can conduct a 2<sup>nd</sup> check of the vehicle at the facility, you would call a designated staff person after completing your 1<sup>st</sup> check to let them know everyone is accounted for and document the call, and the person you spoke to on the form.
- Q. Can I put multiple schools or routes on the same transportation form?
- A. No. Each school and each route conducted should be on a separate transportation form.
- Q. Who is required to obtain the new transportation training and when must it be obtained?
- A. The Director and any staff person(s) responsible for or that participate in the transportation of children. All programs that currently provide transportation must have the training completed by June 30, 2015. Any program that begins transporting after July 1, 2015, will be required to have obtained the training prior to beginning transportation services. (Note: Since the training will count in the required 10 hours of annual training, all staff are eligible to take training and would be recommended for emergency situations and/or field trips).
- Q. How much and what type of transportation training am I required to take?
- A. Two hours of training must be obtained. The training must be state approved and shall include, but not be limited to, a review of the

transportation rules as stated in 591-1-1-.36, a review of approved transportation forms, and instruction on the usage and completion of the forms.

Q. Does this training count in my required 10 hours of annual training?

A. Yes. These training hours will count in your required 10 hours of training that must be obtained annually.

Q. How often do I have to take this training?

A. Transportation will be required on a biannual basis. (Every two years).

Q. I think that I have a School Bus and not a Multi-Function School Activity Bus, which would exempt me from seat belt requirements on the vehicle. How do I know for sure?

A. If you think that your vehicle is a true School Bus and not a Multi-Function School Activity Bus, then you should contact your Consultant. You will be required to provide the make and model number, as well as the VIN (Vehicle Identification Number) of your vehicle. These can be checked by outside sources to verify the type of vehicle you have.

*(FYI: Children aged 5 and older are not required to be restrained in either a true School Bus or a MFSAB. The exemption does not apply to children under the age of 4 transported in a MFSAB.)*

Q. How do I know if a booster seat or car seat is required in my vehicle for transportation of children?

A. Please refer to the vehicle fact sheets provided on our website:

<http://www.decal.ga.gov/ChildCareServices/Notifications.aspx>

*Note: When the link brings you to this webpage, click on "E-mail alerts" tab and find the fact sheet for the vehicle type that your program uses in the document list. Additional clarification may also be obtained through The Department of Public Health at 404-679-0500 or [injury@dhr.state.ga.us](mailto:injury@dhr.state.ga.us).*