

# Transportation Safety Course

**Child Care Learning Centers: 591-1-1-.36(3)(a-c)/Group Day Care Homes: 290-2-1-.21(3)(a-c)-** Child Care Learning Centers/Group Day Care Homes that provide any type of transportation shall obtain two (2) clock hours of transportation training, biannually, for the Director and for each staff person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules as stated in 591-1-1-.36/290-2-1-.21, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures.

(a) The Director and each staff person who is responsible for or who participates in the transportation of children shall complete two (2) clock hours of transportation training on or before June 30, 2015 and at least every two years thereafter.

(b) Effective July 1, 2015, the Director and each staff person who will be responsible for or participate in the transportation of children shall have completed two (2) clock hours of transportation training prior to assuming any duties related to the transportation of children and at least every two years thereafter.

(c) Any transportation training completed should be state approved or state accepted training. This training may be counted as part of the annual ongoing training requirements for staff.

**Family Day Care Homes:** Although there is no rule requirement for Family Day Care Home providers to complete two (2) clock hours of transportation training, the training is free; and it is conveniently accessible online. For these reasons, we strongly encourage family day care home providers to also take advantage of this resource specially developed to meet the needs of child care programs providing transportation and to help ensure that children in care are transported safely.

## Rule Type: Non-Core Rule

### Intent of the Rule

To provide staff with the opportunity to gain knowledge of the transportation rules as defined by the Department, understand the dangers of leaving children unattended in vehicles, and identify safety precautions for all types of transportation (school, home, and field trip). To expand staff member's ability to recognize the basic elements of vehicle and driver safety. To enhance staff member's knowledge of the five components of a transportation plan and understand how to properly complete all required documentation related to transportation.

### Clarification

Appropriately trained staff are better equipped to prevent, recognize, and correct health and safety problems related to the transportation of children. Training enhances staff competence and heightens awareness of the importance of safety precautions and compliance with the rules when transporting children. Successfully completing transportation safety training is an indicator that caregivers/drivers understand transportation safety requirements, and the training is a necessary requirement before a staff member is involved in transporting children.

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## Indicators

- ✓ The Director and each staff person responsible for or who participates in transporting children must obtain two (2) clock hours of state-approved transportation training.
  - TIP: Staff who do not participate in transporting children are not required to complete transportation training.
  - Recommendation: It is beneficial for all staff to know the transportation rules and the safety procedures when transporting children. In the case of an emergency, additional staff may be needed to assist with transportation. For these staff to help in an emergency, they must have the proper transportation training to ensure children are transported safely.
  - Note: Our investigations of incidents where children were left on a vehicle often reveal an unusual factor that results in the typical routine not being followed for some reason. Sometimes that unusual factor has been staff conducting transportation who don't typically participate in transporting children and who lacked proper training on or orientation to transportation rules.
  
- ✓ Ensure that the transportation training is completed *prior* to transporting children.
  - Reminder: Transportation training certificates must have a completion date that is prior to the start date of any transportation activities.
  - Organizational Tip: For easy tracking, consider clipping copies of the transportation training certificates together and storing them in your transportation notebook/folder.
  - TIP: Free, approved online transportation training that meets this rule requirement is available. To access the online training visit <https://www.prosolutionstraining.com/Tsafety>.
  
- ✓ The Director and all staff responsible for or who participates in transporting children must complete transportation training every two years.
  - Reminder: The transportation training will expire *two years* from the date of completion listed on the training certificate.
  - TIP: Highlight the completion date of the training certificates as a reminder for when to renew the training.
  - Example: A transportation training that was completed on *June 30, 2015* would need to be renewed no later than *June 30, 2017*.
  
- ✓ Ensure all trainings and trainers are approved by Bright from the Start before attending the training.
  - Recommendation: Visit the Bright from the Start training approval website at <https://www.training.decal.ga.gov/verify/training> to search for approved trainers/trainings in your area. Trainer contact information is listed if additional questions arise.
  - TIP: The trainer must be approved and have a unique *trainer code (TR-BFTS-XXX)*. The training must also be approved and have a unique *training code (TG-BFTS-XXX)*.
  - TIP: Exceptions are trainings offered as part of an approved *conference* and trainings offered by *approved entities*, which are assigned unique codes in the formats C-BFTS-XXX and AE-BFTS-XXX, respectively.

## **Resources:**

Georgia Training Approval System

[www.training.decal.ga.gov](http://www.training.decal.ga.gov)

Approved Online Training

[www.prosolutionstraining.com](http://www.prosolutionstraining.com)

Approved Online Training (Spanish)

[https://www.prosolutionstraining.com/content/?id=6/Bienvenido\\_\(ES\)/](https://www.prosolutionstraining.com/content/?id=6/Bienvenido_(ES)/)

Georgia Training Approval System, verify trainings

<https://www.training.decal.ga.gov/verify/training>

Caring for Our Children

<http://cfoc.nrckids.org/StandardView/6.5.1.1>