

TRANSPORTATION PLAN

TRANSPORTATION PLAN

INTRODUCTION

This section of the Parent Handbook is for families eligible to receive transportation services as part of their child care agreement. It has specific information as to the responsibilities and expectations of parent(s)/guardian(s) and program staff. Please read it over carefully.

WELCOME

Youth EmpowerHouse is committed to providing the best transportation service to your child. Our top priority is safety of all our enrollees at all times. We follow all state child care and school pupil transportation guidelines. In addition, we have agency policies that set higher standards in transporting children to and from our site. Our drivers are child care staff as well as transportation staff. We require all transportation staff to have good driving skills and records. We transport children in a 7-passenger mini-van and/or 7-passenger SUV equipped with flashing school bus lights.

PARENT RIGHTS

As we have expectations of you and your child, you have the right to have high expectations of us. If at any time you feel there is an issue, or you just have a question, please contact Youth EmpowerHouse 978 372-0771 for the Site Coordinator Ext. 221, Child Care Coordinator Ext. 222 and/or Program Coordinator Ext 223. This is a responsibility we take very seriously and need to know if things are not working as we all expect.

TRANSPORTATION REGULATIONS

- Drivers: Have a valid 7D License that must be renewed every year.
(Any driving infraction prevents a person from obtaining this license.)
- Vehicle: Have a valid 7D Inspection Sticker that must be renewed twice a year.
Undergo regular maintenance.

While children are transported our drivers are responsible for child supervision as well as transportation to and from the center.

SIGNING UP

To participate in our transportation program, a parent(s)/guardian(s) must read this plan, complete and sign the Authorization Agreement. These documents will specify to the parent(s)/guardian(s) all required activities they are expected to follow, and to identify for the program staff, the needs and conditions necessary to drop the child off safely. Parents will have the opportunity at this time to ask questions, discuss drop off times, or inform staff of any concerns relevant to transporting the child (this should include any child safety issues such as restraining orders, etc., so the driver and other program staff can handle the situation appropriately).

All information must be provided on the Authorization form or the agency reserves the right to not enter into an unsafe agreement. Changes and updates to this information must be submitted in writing a minimum of 5 days in advance before taking effect. Telephone calls regarding changes, especially in adding new designees, will not be accepted.

TRANSPORTATION PLAN

DAILY SCHEDULE

Our regular responsibility is transporting children home from the after-school program (for pick-ups from home during summer and school vacations please see MORNING PICK-UPS). We begin our van runs at approximately 5:00 every day. There is generally a 15 – 25-minute time frame during which your child will be dropped off, however we ask for a 45-minute window.

During School Vacations and Summer Camp, End-of-Day drop-offs will begin at 4:00 PM. Parents will be notified of this scheduled time change.

WHO CAN RECEIVE THE CHILD

When signing up to participate in the transportation program, parents will be asked to identify those people who can receive their child and detail any particular logistic issues (which parking lot in a multi-building complex, which door – front or back, etc.). If our drivers find any specific difficulties on a continuing basis (e.g. blocked or limited access to a dead-end street), they will speak with parent(s)/guardian(s) to determine a better arrangement.

Parent(s)/guardian(s)/designee(s) must be outside to receive the child and sign the drop off log. NO child will be allowed to exit the van until the person is there to assist the child. First-time designee will be asked to show photo ID when they are there to receive the child.

We WILL NOT leave a child with anyone who is not on the approved list. Designees allowed to receive children MUST be at least 16 years old.

Parents must update all important contact/emergency information in writing whenever it changes.

DROPPING OFF

If no one is outside when the van arrives, the driver will beep and wait three minutes. After that time, the child will remain on the van. (An incident report will be completed when children are unable to be dropped off if no one is home) The driver will complete the run and bring the child back to Youth EmpowerHouse parent(s)/guardian(s) will then be called and must then come to the program site to pick up their child.

A return fee of \$10.00 is assessed and if a child is not picked up before 6 PM a late fee will be issued as well.

Our agreement with parents will be to deliver their child to the address provided on the Authorization. Our van runs are scheduled to deliver all children home at certain times. This schedule is set up according to common locations, safe and simple routes, etc.

Under NO circumstances will we deliver your child to an alternate location.

Whenever a parent(s)/guardian(s) will be picking up their child from the program instead of having the van deliver her home, they MUST contact the program staff BEFORE the van run leaves. If we do not know ahead of time, and the van makes an unnecessary trip, an incident report will be filled out. (See Consequences and Follow-Up).

TRANSPORTATION PLAN

MORNING PICK-UPS

During our full day summer camp and school vacation weeks, child(ren) will be picked up from their homes and brought to the program. These pick-ups will occur between 8:00 – 9:00 AM.

Parent(s)/designee(s) must be outside with the child and sign the pickup log. Children will not be allowed to get on the van unless the person is there to assist them.

If no one is outside when the van arrives, the driver will beep and wait three minutes. After that time, the van will leave. The driver will return to our program site and inform site staff of the situation. Staff will then attempt to contact the parent/guardian and inform them that they are now responsible to bring their child to the program. An incident report will be filled out if no one is home and the program was not made aware the child would be absent.

A \$10.00 fee will be assessed for any unsuccessful pickups.

Whenever a parent(s)/guardian(s)/designee(s) will be dropping off their child to the program instead of having the van pick her up, they must contact the program staff before the van run leaves. Parent(s)/guardian(s)/designee(s) that drop their child(ren) off MUST escort them into the building and sign them in. If we do not know ahead of time, and the van makes an unnecessary trip, an incident report will be filled out. (See Consequences and Follow-Up).

BEHAVIOR ON THE VAN

There are rules that every child being transported must follow:

- No eating or drinking (please make sure snacks, etc., are packed away)
- Every child MUST wear seat belts at ALL TIMES.
- No physical or verbal abuse of the driver or other child.
- No playing with equipment or causing damage to the vehicle.
- Any infractions will be dealt with immediately. In addition to transported children these behaviors are not acceptable from adults or pick up persons.

CONSEQUENCES AND FOLLOW-UP

For any issue involving transporting a child to or from the program that is inappropriate or unsafe will be written up as an Incident Report and will be dealt with immediately.

After any two incident reports, (of any nature) transportation will be suspended for two weeks. On the 4th incident report, transportation will be terminated for the remainder of the school year or summer.

No Advance Notice of Parent/Guardian/Designee Pick-Up or Drop-Off

Parent(s)/guardian(s)/designee(s) must notify us in advance if they will handle transportation for their child. If we are not contacted, an Incident Report will be filed.

No One Home

If no one is home to receive the child, the child will be returned to the program site and the parent/guardian/designee must come to pick-up the child before the program closes.

There will be a \$10.00 return trip charge for any child not able to be dropped off.

TRANSPORTATION PLAN

If the child has not been picked up by 6:00 PM, an additional late fee will be assessed. These fees must be paid within 10 business days or transportation will be suspended until the fee is paid. The agency will also issue an Advanced Notice of Termination.

If no one picks up the child and we have not made contact with the parent/guardian/designee by 6:30 PM, program will contact DCF and follow through accordingly.

Inappropriate Behavior on the Van

A serious behavior issue concerning the safety of the other children or driver will result in the child being brought back immediately to the program and removed from the van. The parent/guardian/designee will have to come and pick up the child from the program site. The child may face suspension from the program for an appropriate amount of time according to program policy. At a minimum, the child will not be transported home the next day.

Any replacement/repair costs due to damages will be reimbursed to the agency by the parent/guardian. The fee must be paid within 10 business days or the child will not be transported and will also be subject to termination from the program.

Medical Emergencies on the Van:

Driver shall

1. Park vehicle in a safe location.
2. Set the parking brake.
3. Place manual transmission in either first or reverse gear and automatic transmission in either park or neutral.
4. Call Paramedics at 911 if needed.
5. Administer first-aid, a first-aid kit and emergency information for each child will be available.
6. Notify agency, a cellular telephone will be available to contact emergency agencies, parents and Child Care Licensing. In the event of an emergency the director or designee will be notified as soon as possible regarding the situation and the response to it.

Disabled Vehicle

Incase vehicle becomes disable the driver shall

1. Park vehicle in safe location
2. Set the parking brake.
3. Place manual transmission in either first or reverse gear and automatic transmission in either park or neutral.
4. Unload children to a safe location and notify agency, a cellular telephone should be available to notify the director or designee as soon as possible regarding the situation and the response to it.
5. We will make all attempts to set-up alternate arrangements. This could be hiring A Family Cab to transport your child home, or coordinate with another agency that transports children in the area to use one of their vehicles.

TRANSPORTATION PLAN

NO TRANSPORTATION AVAILABLE

For safety reasons, there will be times when the van will not transport children to or from the program, even though Youth EmpowerHouse is open.

School Cancellation

When Haverhill Public Schools are closed for the day due to weather conditions, the van does not pick-up and/or drop-off any child.

Weather Emergencies

If schools close early, or the agency determines that driving conditions are deteriorating enough to make transportation unsafe, the van will not drop off your child at the end of the day. We will telephone parent(s)/guardian(s) immediately (or as early as possible) that they will need to make arrangements for the pickup of their child.

Mechanical Problems

If there is an unplanned problem with the van preventing it from being used, we will make all attempts to set-up alternate arrangements. This could be hiring A Family Cab to transport children home, or to coordinate with another agency that transports children in the area to use one of their vehicles or calling parents as early as possible to arrange to have their child pick-up from the site.

I acknowledge that I have read, understand and will follow the Youth EmpowerHouse Haverhill TRANSPORTATION PLAN.

Parent/Guardian Signature
Date

Date