



INTERNATIONAL INSTITUTE
OF GREATER LAWRENCE, INC.

International Child Care Center ♦ 17 Cedar Street ♦ Haverhill, MA 01830
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Transportation Handbook



For Child Care Parents and Guardians

ICCC Office / 978-372-1221

Bus Cell Phone / 978-994-9605

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Dear Parents,

This service requires certain regulations, which need to be followed by both the program and parents. Please take the time to read this very important booklet.

Thank you,

Shannon O'Neil
Transportation Coordinator/Director

BEING READY FOR THE VAN IN THE MORNING

Your child must be ready at least five minutes before the vans scheduled time for pick-up. The drivers are instructed to wait three minutes at each stop. This allows time for you to place your child in his/her seat and buckle him/her in. Car seats are already in the van for use by the parents at no cost. To ensure the safety of the children, parents will be required to initial the bus log at their child's name when they are put on the bus.

Infants are expected to be in their infant carriers, strapped in, and able to be directly belted into the van seats.

If you are not ready, the van will leave and go to the next stop. Drivers cannot go back to pick up a child who has missed the van.

Parents do have the option of transporting their children in the morning or afternoon to and from ICCC. If a child is not transported by us for 3 consecutive days, the driver will not return until the parent's call the office to restart the transportation service.

If you know ahead of time that your child will not need transportation due to vacation, illness, etc, just call the van cell phone and we will be glad to place your child's slot "on hold" until he/she is ready to re-start.

BEING HOME IN THE AFTERNOON TO ACCEPT YOUR CHILD

It is the total responsibility of the parent/guardian to be home every afternoon for your child. If a parent cannot be home (due to an emergency) for his/her child, the **parent** must remember to make arrangements for his/her child and give clear instructions to the center as to who will be accepting the child off the van. You need to call ICCC before 1:00pm to ensure the driver will be notified of

the change before they begin their afternoon routes. To ensure the safety of all children, parents will be required to initial next to their child's name to indicate their child has been taken off of the bus.

The alternate person **must have a picture I.D.** and be on the signed release form for transportation. If the alternate person is unknown to ICCC's driver, the back up person will be asked by the driver for a positive picture I.D. before releasing the child.

In the event that a child's parent is not home the child will be returned to ICCC.

We discourage children less than 18 years of age from putting a child on or taking a child off the van. Allowing someone under the age of 18 would require permission in writing.

VEHICLE BREAKDOWNS

As you know sometimes vehicles do breakdown. This causes stress on both the driver and the parents. We work very hard to maintain our van, however, if your child's driver has not shown up within 15 minutes of their regular time, there is a good possibility that something has happened.

A staff member at the center will call the parent or guardian to notify them of any problems or changes.

You, as the parent need to put in place some form of backup transportation once your child starts at ICCC. We never know when a van will break down and having a back up plan in place is a good thing.

For whatever reason, vans seem to have a tendency to break down more often in the colder weather, so please have a back up system in place.

If the van were to break down in the middle of a van run, the driver will call the child care center and have a staff member come and meet them. The parents will be notified while the driver is waiting. The van driver and staff member will transport the children home in their own vehicle. All parents of children remaining at the child care center waiting for transportation will be notified of the breakdown and are required to come and pick their child up at ICCC.

DRIVER ILLNESS

Just like everyone, our drivers get sick without warning. We will work to see about back up coverage, but once again there is no guarantee. You will be called if the driver is sick. You need to rely on your back up system every once in a while.

Having your own backup system in place is extremely important. Especially in the winter months if the snow starts during the mid-morning and you are called and requested to transport your child home due to the fact that the drivers and vans have been pulled off the road.

SEATBELT AND CAR SEATS

All vans are equipped with seatbelts and necessary car seats. Please speak with your child ahead of time about keeping his/her seat belt on and staying in their car seat. Infant car seats are available upon request.

Parents are responsible for putting their child on the van and taking their child off the van. The child must be properly buckled up and/or properly placed in the appropriate car seat securely. Parents of infants are responsible for properly securing their infant into their car seat as well as into place on the van using the safety belt.

Any belongings should be placed in a marked bag, backpack or diaper bags so items do not get lost or left behind. All bags will be kept up front near the driver for safety reasons.

TOYS, FOOD, DRINKS AND PACIFIERS

No toys, food (cookies, donuts, candy, gum, etc) or drinks of any kind (including bottles) will be allowed to be kept with the child while being transported. Pacifiers need to be removed from the child's mouth prior to the van's arrival and placed in the child's bag.

EMERGENCY CHANGES

It is the parents responsibly to notify ICCC immediately of any address and/or telephone number changes, additions and /or deletion of names. Please keep in mind that if you are contemplating a new job and your child's times need to be adjusted, we do need as much advanced notice as possible.

Copies of restraining orders need to be made available for both office and vehicle files.

CHILD'S ILLNESS

If your child is ill please keep him/her home. Children who do not feel well do not ride on the van. If a child becomes sick on the van the driver will assist the child as much as possible and make the necessary call to bring the child home.

SMOKING

Drivers and parents are not allowed to smoke **on or near** the vehicle.

MANDATED REPORTERS

All Child Care program staff are mandated reporters. If a situation arises which a driver or child care staff feels the incident should be reported to the proper authority, they are mandated to file necessary report.

A 51A report through the Department of Children and Families will automatically be filed against a parent/guardian if a parent/guardian fails to pick up his/her child by 6:00pm.

Change In Bus Time

The bus driver will do everything in her power to accommodate each parent's desired pick-up and drop-off times but in certain cases parent's times may need to be changed. If this were to happen parents will be given 24-48 hours notice.

WEATHER CANCELLATIONS

In case of weather cancellations (snow, ice, hurricane) the bus driver will leave a message on the van voicemail. Parents should call by 6:00A.M. 978-994-9605.

Please keep in mind that if the roads are dangerous, the drivers and vehicles will not be allowed on the road.

The drivers have the option of not going onto a particular street if the road conditions are too dangerous.

If Haverhill Public Schools are cancelled due to weather there will be no transportation provided on that day.

INFORMATION YOU SHOULD KNOW ABOUT YOUR CHILD'S RIDE IN OUR VEHICLE:

International Child Care Center adheres to all Registry of Motor Vehicle and Department of Early Education and Care rules and regulations as they relate to the vans. Vans are required to have a special 7D Inspection twice a year and an annual state inspection. All vehicles are properly maintained, registered and insured.

The van is equipped with a cellular phone (for use in emergencies only, it is illegal for the bus driver to talk on the phone while transporting the children), fire extinguisher, first aid kit, chock blocks, overhead school flashers and sterile gloves.

Drivers conduct a circle check everyone morning and afternoon before transportation begins, to check for any problem areas.

All ICCC vehicles are equipped with seat belts that must be worn by all that are being transported.

There is a 15 minute leeway for drivers, which allows for any major traffic tie-ups, snow, ice, constructions etc.

At the end of each run, drivers conduct a post trip inspection from the front to the rear of the vehicle for children or items left on board, and contact the person in charge at ICCC to let her know the van is empty.

All pick up and drop off times are logged and kept on file.

At the end of each van run, the driver does a post-trip inspection to ensure all children have been taken off of the bus and has a secondary staff member also do the post-trip inspection and sign off on it.

INFORMATION ABOUT THE DRIVERS

All drivers are properly licensed with a State 7D license. All driving records are checked prior to employment.

All drivers have a Background Record Check (BRC) upon employment. The BRC contains information on the drivers criminal record and Department of Children and Families history. Yearly physicals are

required. CPR certification must be renewed annually. First Aid certification is issued every three years.

The drivers are sensitive to the needs of the children and their families enrolled in the program.

Drivers have on their van copies of each child's transportation form that lists emergency contacts along with the names of designated individuals authorized to remove the child from the vehicle at the child's home.

Drivers maintain a daily vehicle checklist and log that states the times each child was picked up and dropped off both in the morning and the afternoon. After bringing home all children the driver will make sure all children are off the van and call ICCC to let them know all children are safely home.

Accident report forms are filled out on an as needed basis. These forms are used as a means to report an accident such as a child slipping while on the van. This would be filled out within 24 hours and a copy given to the parent.

Incident reports are given to parents when children misbehave on the school bus this includes taking off seat belt, swearing, hitting other children and not following general safety regulations. Children will get three written warnings then be placed on suspension for one week. Five warnings will result in loss of transportation services completely.

In the event of an accident the police and childcare center will be notified along with all transportation parents. Children will be transported to the hospital and a staff member will meet them at the hospital with all child files.

Should you have a transportation concern please feel free to contact the transportation coordinator or the Director so that your concern may be dealt with in a timely manner.

The working hours for the drivers are normally 6:30am to 9:00am and again 1:30 to 5:30pm. All children need to be home by 5:30pm. The average number of miles a driver performs their duties is approximately 700 miles per week.

Thank you very much for taking the time to read this booklet. We hope it has provided you with some important information into the needs of your child and the transportation Program.

(To be detached and placed in child's file.)

I _____ have received the International Child Care Center's Transportation Handbook and understand its contents.

I agree to follow the policies set forth by this handbook and direct any questions to the Director or bus driver.

Signature

Date