

5101:2-12-18**Transportation/field trip safety.**

(A) Supervision: In order to ensure the safety and adequate supervision of children traveling off the premises of the center while under the care of a center employee, children shall be supervised in accordance with the following:

- (1) Staff/child ratio requirements of rule 5101:2-12-20 of the Administrative Code shall be met on field trips as defined in paragraph (O) of rule 5101:2-12-01 of the Administrative Code and on routine trips as defined in paragraph (Y) of rule 5101:2-12-01 of the Administrative Code. Children shall be assigned to specific child care staff members for all trips.
- (2) On routine trips as defined in paragraph (Y) of rule 5101:2-12-01 of the Administrative Code, the driver shall be an employee or child care staff member with the exception of contracted bus services.
- (3) Parents, guardians or adults authorized by the center may be drivers on field trips provided that staff/child ratio requirements are met at the destination.
- (4) Whenever children are transported by vehicle, a second adult shall be present in the vehicle for every five infants or a combination of seven or more toddlers, preschool and school age children.
- (5) Whenever only school children are transported in one vehicle, a second adult shall be present in the vehicle for every ten school children, or the driver shall have a means of immediate communication, such as cellular phone, to summon a second adult.
- (6) The second adult in the vehicle may be the driver or a parent or volunteer.
- (7) At no time are children to be left unattended in a vehicle.
- (8) During routine or field walking trips, a second adult shall be present for every five infants or a combination of seven or more toddlers, preschool and school children or for every ten school children if the group of children on the walking trip includes only school children.

(B) Parental permission: the center shall have permission from the parent or guardian before transporting or walking children off the center premises. Written permission from the parent or guardian shall include:

- (1) The child's name;
- (2) The specific destination(s);
- (3) The dated signature of the parent or guardian;
- (4) For field trips, the date of the field trip and the approximate time frame the

children will be on the trip.

- (C) Permission for routine trips shall be updated at least annually, or as needed.
- (D) Written permission shall be retained on file for at least one year and shall be available for review by the director's representative.
- (E) Safety precautions and procedures: if the vehicle is manufactured with seat belts, they shall be utilized, and no more than one child may be strapped in each seat belt. Children shall not be permitted to stand in a moving vehicle, or sit on the floor.
- (F) Children required to be restrained in a child safety seat, shall be restrained in accordance with Ohio law.
- (G) The driver shall see that each child boards and exits the vehicle from the curb side of the street and out of the path of moving vehicles.
- (H) The driver shall conduct a check of the vehicle at each destination to ensure that no child has been left on the vehicle.
- (I) Smoking shall be prohibited in all vehicles when occupied by children.
- (J) A person trained in first aid/management of communicable disease and CPR in accordance with rule 5101:2-12-27 of the Administrative Code shall be present at the destination on all field trips, and a person trained in first aid/management of communicable disease in accordance with rule 5101:2-12-27 of the Administrative Code shall be present in the vehicle for routine trips.
- (K) The following shall be available on all trips, except for routine walks:
  - (1) First aid supplies as required by rule 5101:2-12-36 of the Administrative Code. These supplies shall be available at all field trip destinations and on all vehicles used for routine trips;
  - (2) Emergency transportation authorization for each child;
  - (3) The health record for any child who has health conditions which could require special procedures or precautions during the course of the trip. The center shall also take supplies needed to provide treatment;
  - (4) A record listing each child on the trip.
- (L) Except for routine trips to and from the child's school or home, each child on the trip shall have identification attached containing the center's name, address, and a telephone number to contact in the event the child becomes lost.
- (M) Driver requirements: the driver for all trips shall meet the following:

- (1) Be at least eighteen years old;
  - (2) Hold a currently valid driver's license required for the vehicle driven in accordance with Ohio law;
  - (3) Not be under the influence of any substance which could impair driving abilities;
  - (4) If the driver is an employee of the center, as defined in paragraph (M) of rule 5101:2-12-01 of the Administrative Code, then rules 5101:2-12-25 and 5101:2-12-26 of the Administrative Code are to be met by this driver, and this documentation shall be on file at the center.
- (N) Vehicles, operated by the center or driven by the center staff to transport children for routine trips or field trips shall be mechanically safe and shall receive an annual safety check from an automotive service excellence (ASE) certified mechanic or other entity pre-approved by the department. Parents' vehicles used for field trips shall be exempt from this safety check requirement. Verification of the safety check shall be a written inspection verification or a dated statement of a mechanic's inspection and identification number of the certified mechanic. This verification shall include notation and correction of any safety violation and shall be maintained on file at the center for review by the director's representative. The safety check shall include, at a minimum:
- (1) Lights and turn signals
  - (2) Brakes
  - (3) Windshield wipers
  - (4) Horn
  - (5) Tires
  - (6) Seat belts

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