

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**TRANSPORTATION PLAN**  
**Child Day Care Programs**

Provider Name: \_\_\_\_\_ Facility ID Number: \_\_\_\_\_  
Program Name: \_\_\_\_\_  
Effective Date of Transportation Plan: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

This form may be used to document the program's Transportation Plan. The plan is designed to promote the safety of children and inform families of regulatory requirements regarding transportation. The parent will be asked to sign a separate Transportation Consent Form (OCFS 6013).

1. The Program will obtain written consent from the parent(s) for any transportation of their child provided for, or arranged by a caregiver, and will keep the transportation policy and the written parental consent on file at the program, and parents can be given a copy.
2. A child will never be left unattended in any motor vehicle or other form of transportation.
3. Every child will board or leave a vehicle from the curb side of the street.
4. Each child will be secured in safety seats or safety belts as required by law. Safety seats will be supplied by: (who)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Drivers will be 18 years of age or older and hold a current valid license to drive the class of vehicle they are operating. All vehicles used to transport children must have a current registration and inspection sticker.
6. The parent(s) will be provided a copy of this plan at enrollment. If the plan changes, the parent(s) will be provided a copy of the amended transportation plan, prior to its start date. The use of cell phones or any other electronic device during transport, including hand-free devices, is prohibited. Necessary calls will be made once the vehicle is parked in a legally permitted position off the road.
7. The Program will display daily transportation schedules at the following locations: (where)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. During the transport of children, the program will adhere to the required ratio of caregivers to children at all times as determined by regulations.
9. When a child is released from the program, the program will verify that the individual approved by the parent(s) to receive the child is present at the designated drop off location. If the approved person is not present as planned the parent(s) will be contacted immediately by the Program.
10. The parent will be able to check the posted daily transportation schedule regarding transportation arrangements for each day a child is in care. Other Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_