

Managing vehicle risk for youth program transportation



Primary casualty

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About Markel's Risk Solution Services team

Risk Solution Services provides technical insight related to existing and potential insured risk at Markel. The team partners with our customers, claims, and underwriters to educate on both current and future risk trends and supports our clients with a comprehensive offering of risk management solutions.

We do this by engaging with clients, underwriting, and claims teams.

E-mail our team at risksolutions@markel.com.



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One of the greatest risks of possible catastrophic loss involves the use of an automobile, van, or bus to transport people.

This guide will help you reduce your vehicle risk by giving you guidelines to follow as you:

- Choose vehicles for your business.
- Select and train drivers.
- Develop procedures for normal daily and special field trip transportation.

Choosing the vehicle

The type of vehicle you choose will vary based on the size of your facility and its special needs. Vehicles can include private passenger cars, mini-vans, 11-15-seat passenger vans, or small to large buses.

Note: It's important to recognize that the National Highway Traffic Safety Administration (NHTSA) continues its safety warnings regarding the handling characteristics of 11-15-passenger vans. According to NHTSA, these vans have an increased risk of rollover under certain conditions. NHTSA strongly discourages the use of 11-15-passenger vans to transport people, unless the vans comply with federal school bus standards.

Many programs have transitioned away from using 11-15-passenger vans to accommodate their transportation needs. Newer vehicles have been equipped to reduce the rollover hazard, but the exposure still exists. Therefore, it is important to regularly review the rules for 11-15-passenger vans.



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Know the rules for 11-15-passenger vans

If your program currently uses 11-15-seat passenger vans, NHTSA recommends the following to support safe operation of these vehicles:

- **Experience:** Fifteen-passenger vans should only be driven by experienced, licensed drivers who operate this type of vehicle on a regular basis. A commercial driver's license is ideal. It's important to know that 15-passenger vans handle differently than cars, especially when fully loaded.
- **Attention:** Stay focused on the task of safe driving by being well-rested, never using a handheld phone at the wheel, and limiting conversation with other passengers. Drivers shouldn't drive more than 8 hours per day.
- **Speed:** Always obey the posted speed limit, and reduce your speed as needed based on road or weather conditions. Remember that 15-passenger vans require additional braking time and cannot handle abrupt maneuvers.
- **Seat belts:** All occupants need to wear seat belts at all times. Inspect seat belts regularly and replace any missing, broken, or damaged belts and/or buckles. An unrestrained 15-passenger-van occupant involved in a single-vehicle crash is approximately four times more likely to be killed than a restrained occupant.
- **Tire pressure:** Inspect the tires and check tire pressure before each use. A van's tires, including the spare tire, need to be properly inflated and the tread should not be worn down. Excessively worn or improperly inflated tires can lead to a loss of vehicle control and possibly a rollover. Check the driver's side door pillar or the owner's manual for the recommended tire size and pressure. Recommended tire pressure may be different for front and rear tires.
- **Spare:** All tires weaken with age—even unused tires; avoid using an old spare on your 15-passenger van. Used 15-passenger vans may come with dangerous spare tires that are many years old. Check a tire's age by finding its tire identification number (TIN) on the tire's sidewall. The last four digits of the TIN indicate the week and year the tire was made (e.g., 1010 = March 2010).
- **Occupancy:** Never allow more than 15 people to ride in a 15-passenger van. Fill the seats from front to back; when the van is not full, passengers should sit in seats that are in front of the rear axle.
- **Cargo:** Cargo should be placed forward of the rear axle; avoid overloading the van or placing any loads on the roof. See the vehicle owner's manual for maximum weight of passengers and cargo and to determine towing capability.
- **Size:** A 15-passenger van is substantially longer and wider than a car, and thus requires more space to maneuver. It also requires additional reliance on the side-view mirrors for changing lanes.

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Leasing additional vehicles

Some organizations lease vans and cars to supplement short-term needs, particularly during the summer. In some cases, it is more cost-effective, and leasing reduces the risk of running older vehicles because most vehicles in leasing fleets are new.

Not all rental agreements are the same, however. Read yours carefully. If your rental agreement includes insurance, there is often a limitation on the minimum age of the driver—usually 21 or 25 years old. If the driver operating the vehicle does not meet the minimum age requirement and there is an accident, the insurance provided by the leasing company could be void. In addition, the insurance provided by the leasing company many have lower limits than your current policy.

Some rental agreements, especially those not providing insurance, contain “hold harmless” provisions. These clauses are designed to absolve the leasing company of liability resulting from the operation and maintenance of the vehicle while it is leased. However, they may also absolve the leasing company of liability for poor maintenance performed by its employees. Read your lease carefully, and watch out for such clauses.

Consult with your insurance representative, and if necessary, your attorney. You may be able to negotiate more reasonable terms than the lopsided “hold harmless” provisions that are sometimes included in vehicle leases.

If personal vehicles are used, make sure the insurance coverage on these vehicles meets your organization’s established guidelines.



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Documenting leased vehicle condition to avoid unwarranted damage claims

Far too often, Markel receives claims for damages to leased vehicles that may not be the responsibility of the program leasing the vehicle. To help reduce this exposure, it is vital that the condition of the vehicle be documented when the lease is executed and when the vehicle is returned.

It is common practice to do a “walk-around” in order to validate the condition of the vehicle(s) before you drive it off the lessor’s premises. Before the walk-around is completed, take time to understand the lessor’s definition of damage to the vehicle.

As you do the walk-around, document the condition by taking pictures of the vehicle(s). At a minimum, your picture documentation should involve the following steps:

- Start by taking a picture of the front of the vehicle.
- Move to the left or right and take a picture facing the front blinker (this picture should capture the front and side of the vehicle).
- Face the sides of the vehicle and take pictures.
- Take a picture of the rear blinker so you capture the side and rear of the vehicle.
- The next pictures should involve a direct picture of the rear bumper, opposite side blinker angle, opposite side view, and then the front blinker angle.
- As your eighth picture, take a view of the roof.
- Be sure to check for hidden damage in the hinge areas. Identify and document any damage that meets the lessor’s definition of damage, along with the date and time this series of pictures was taken.

When you return the vehicle, repeat the process and maintain this documentation for a period of three years or more.

Never-the-less, if any damage occurs to the vehicle while it is in your possession, follow the lessor’s damage reporting process and report the event to Markel’s claim department.

Do your safety homework

Carefully research the safety record for the type, make, and model of the vehicle before you buy or lease. Good sources of safety information are the Insurance Institute for Highway Safety, NHTSA, and Consumer Reports. See the resources section for their web addresses.



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Proper maintenance prevents mishaps

Whatever vehicle type you use, it's vital to complete proper maintenance and service. Some states require vehicle inspections for vans and buses. Even if your state doesn't require it, it's good risk management to have a certified local service station



or garage inspect your vehicles before you put them on the road, and on an annual basis. Repair or replace any parts that are worn. Make sure that any vehicle used to transport passengers is licensed and registered according to state laws.

If your operation permits you to maintain and repair your own vehicles, make sure you hire qualified people to do the work. Check their references and carefully supervise them to ensure the quality of their work.

Organizations that do their own fleet repair and maintenance work may assume a greater liability than organizations that use the local service station or garage for this purpose.

Whether you “do it yourself” or use a garage, document, document, document!

Keep your records

Keep records and receipts for the parts used and service work performed on each vehicle, especially records pertaining to brakes, tires, and other safety equipment, in a safe place. In the event of a lawsuit, these records can be used as evidence that your vehicle was properly maintained. It's in your best interest to use qualified people to work on your vehicles.

Use a driver's vehicle condition report

In addition to regular inspections, it's wise to use a driver's vehicle condition report (see - Appendix A) to identify items that need attention and repair. When you use this report, you may create an obligation to correct the defect that the driver identifies before you can use the vehicle again. Failure to do so may increase your liability in an accident, especially if the defect caused or contributed to the accident. Adopting a daily system to identify vehicle problems displays your organization's commitment to safety and accident prevention.

To summarize, your vehicle maintenance program should include a service record for each owned or leased vehicle, an inspection before initial use and then regular inspections for as long as you use the vehicle, driver's vehicle condition reports, and a file containing records for repairs and parts.

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Selecting and training the driver

Selection

In addition to providing safe, well-maintained vehicles, you must be certain to carefully select and train drivers. Age, experience, and a clean driving record are considerations. Anyone driving passengers at your organization should hold a valid driver's license that complies with the licensing requirements of your state's Motor Vehicle Department. Drivers should be at least 21 years old, have at least 5 years of driving experience, with no violations or accidents for the past three years. Before you hire drivers, you should:

- Carefully check references from previous employers.
- Order Motor Vehicle Reports (MVRs) for the driver. The MVR lists all moving violations and serious accidents the driver has had in the past 3 years.

Make sure your employment applications include a question about the applicant's experience driving vans or buses.

The application should also ask for the applicant's driver's license number and the state that issued it. A copy of the driver's license attached to the application is a good method for gathering the necessary information for those employees who may be required to drive. If an applicant cites experience driving vans or buses, take care to check their references and document what you find.



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Test for drugs and alcohol

The US Department of Transportation (DOT) now mandates drug and alcohol testing for all employees who drive commercial vehicles. Commercial vehicles are those designed to transport 16 or more passengers, or those with a gross weight of over 26,000 pounds. Specifically, the rule applies to all drivers who have a commercial driver's license (CDL), even if a facility has only one such driver. The rule also applies to volunteers.

Drug testing should be used in the applicant screening process, or at the very least before the employee first drives a commercial vehicle. In addition to pre-employment testing, the following types of testing are required:

- Post-accident testing: Drug and alcohol testing within two hours of an accident that involves the loss of a human life, or when the operator receives a citation under state or federal law for a moving violation arising from an accident.
- Random testing: Drug testing must be performed on 50% of drivers annually, and alcohol testing must be performed on 25% of drivers annually. These tests must be conducted throughout the year.
- Return to duty testing: After failing a DOT drug or alcohol test.
- Follow-up testing: Unannounced, follow-up testing outside the random testing requirements for employees who fail a drug or alcohol test.



Drug testing should be done using a DOT drug screen, which is performed by a clinic, physician, or hospital and analyzed by a certified laboratory. The alcohol test is done through either a breath test or a saliva screen. You can contract with outside testing companies to come onto your premises and perform the tests for a flat fee per driver.

For further information, contact your local office of the US Department of Transportation, or call the DOT Office of Drug & Alcohol Policy & Compliance at 855-368-4200.

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Train your drivers

Finding the right driver is a difficult process. It is not over, however, with the selection. You need to train those who have been selected to do the job successfully, and most importantly, safely.

You can take several approaches to train drivers. You should give each driver your facility's written policies and requirements, and review them during orientation to be sure they are clearly understood. You can also give drivers additional driving practice during orientation, and include a defensive-driving course presented by a driver-training instructor. You might ask state police, local law enforcement, or highway patrol officers to make a presentation to your drivers that reviews the major causes of accidents in your area, and gives some helpful tips about accident prevention and defensive driving techniques.



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Some organizations use a driver awareness program periodically during the year as a method of ongoing training and offer incentive bonuses for safe driving.

The key to accident prevention is planning ahead. Whatever method you use, make sure you devote enough planning to it. Markel's loss control resource library provides assets you can use to support your planning efforts. Additionally, the National Safety Council offers many safe-driving courses, including one specifically geared toward school bus drivers.

Depending on the age groups you serve, it may benefit your organization to have drivers responsible for transporting children under the age of 8-years-old complete a child passenger safety technician course. Visit Safe Kids Worldwide to learn more about child passenger safety at www.safekids.org.

Train drivers to use reference point parking to help prevent sideswipe accidents when they are required to drive vans or buses. The *Pennsylvania School Bus Driver's Manual* offers the following tips for using reference points to support the parking of buses:

1. Position yourself comfortably in your driver's seat;
2. Pick an easily observable point on the hood or windshield of your bus;
3. With the help of someone outside your bus (if possible), on a conventional style bus, find the point on the ground where the edge of the hood lines up with the point on the ground directly in front of it. For a transit style bus, use some point on the windshield to mark your point on the ground in front of the bus;
4. Once you determine this point, note it in your mind and remember it for future reference; and
5. Remember to do this in your own bus, since the point of reference may change from bus to bus depending on the height of the driver's seat and the model of the bus.

For determining reference points to the side or rear of your bus, make sure you are seated comfortably in your seat with seat belt attached. Then, mark points on the various outside rear view mirrors on either side of your bus.

To determine the point directly below your rear bumper, use a point in your left (or right) rear view mirror that lines up directly over the bottom of your left rear wheel well and your rear bumper. Now, measure the distance from this point on the ground to the edge of your rear bumper; remember this distance. You should use reference points on both left and right rear mirrors. This rear reference point can be helpful when estimating the distance from your rear bumper to some point on the ground and can be especially helpful at a railroad grade crossing when determining the distance of your rear bumper from the track.

Finally, remember these measurements should be made and will only be applicable on level ground. Adjust your front and rear measurements when your bus is stopped on a sloped surface.

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Developing vehicle procedures

It's vital to maintain a procedure manual that details your organization's policy on:

- Driver selection and training.
- Vehicle maintenance schedules.
- Vehicle condition reporting.
- Standard rules and procedures for transporting passengers.
- Vehicle checks to ensure all passengers have been accounted for when loading and unloading passengers.
- Evacuation procedures appropriate for the vehicles you use for transporting children.



The Guideline for the Safe Transportation of Pre-school Age Children in School Buses developed by the National Highway Traffic Safety Administration suggests:

- The establishment of a written plan on evacuating pre-school age children and other passengers in child safety restraint systems (CSRSs) in the event of an emergency. This written plan should be provided to drivers, monitors, and emergency response personnel. The plan should explicitly state how children (both in and out of the CSRS) should be evacuated from the school bus.
- Evacuation drills are practiced on a scheduled basis, at least as often as required for the school system's school-aged children.

- All personnel involved in transporting children are trained in evacuation and emergency procedures, including those in the written school bus evacuation plan.
- All school buses carrying children in CSRSs carry safety belt cutters that are accessible only to the driver and any monitor.
- CSRSs are not placed in school bus seats adjacent to emergency exits.

The transportation rules and procedures checklist (Appendix B) included in this guide also gives you some general guidelines to follow when creating your facility's vehicle procedures manual.

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Take your show on the road

After you've selected your vehicles and trained your drivers, you'll want to road test your drivers. Cars handle differently than vans; vans handle differently than buses. Road testing ensures that your drivers will become accustomed to driving different types of vehicles. Your road tests should include:

- Backing up
- Parking
- Quick stops
- Loading and unloading passengers
- Crossing streets
- Parallel parking
- Assisting passengers with disabilities
- Safe speeds for approaching intersections or turning left
- Performing a vehicle safety check
- Filling out the driver's vehicle condition report
- Using emergency and safety equipment
- Following state and local laws
- Following proper procedures in the event of an accident



It is a good practice to keep written documentation of the driver test elements and driver's results.



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Other risk management considerations

Emergency transportation

Depending on the nature of your business, you may need to keep an emergency vehicle on site. If you do, always park the vehicle in the same place, and make all drivers aware of its restricted use. Make sure it always has enough gas, and keep the keys with the individual designated as the emergency driver. Don't forget to include this vehicle in your regularly scheduled maintenance programs, and most importantly, list the vehicle on your insurance policy.



In case of emergency

If your drivers are forced to make an emergency stop on the highway because of a vehicle breakdown, they should be trained and instructed to follow these procedures.

- Move the vehicle off the road.
- Place the transmission in low, reverse, or park.
- Turn off the ignition and remove the key.
- Set the emergency brake.
- Turn on the emergency flashers.
- Set out road emergency reflectors or flares at least 100 feet in front of and behind the vehicle on a two-way road, and 100 feet behind the vehicle on a one-way divided highway or if the breakdown occurs near a hill or curve.
- If conditions allow, unload passengers and move them off the road a safe distance away from the vehicle.
- Call for help.



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“The driver of the bus says ‘move on back’”

If your business involves the transportation of children, they need to learn how to behave in and around a vehicle.

Transporting children is risky even before the vehicle starts moving. Children can catch their fingers in doors, and fall in and around the vehicle. They can be involved in accidents while crossing the street, boarding, and leaving the vehicle. Of course, once the vehicle starts moving, an accident can occur, as well as mishaps within the vehicle. Also, if the driver doubles as a supervisor while trying to drive safely, the risk of injury or an accident may increase. (It is recommended that an additional adult ride along to support supervision of child passengers. This allows the driver an opportunity to stay focused on the safe operation of the vehicle). At a minimum, teach the children to:

- Properly board and exit the vehicle.
- Look both ways before crossing the street.
- Act appropriately in a moving vehicle—no horseplay.
- Keep their hands inside the vehicle, not outside the windows.
- Walk, not run, up and down the steps one at a time.
- Be careful around vehicles (don’t walk behind a bus or in front of other vehicles).
- Wait for the driver’s signal before crossing the street in front of the bus.



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Buckle up

Proper use of a seat belt can significantly reduce the possibility of severe injury, and can mean the difference between life and death in the event of a vehicle accident. Everyone riding in a vehicle, whether the driver or passenger, needs to be buckled up before the vehicle starts moving. Buckling up is a snap:

1. Adjust the lap belt to fit low and tight across your hips/pelvis, not your stomach area.
2. Place the shoulder belt snug across your chest, away from your neck.
3. Never place the shoulder belt behind your back or under your arm.

Every state requires young children to travel in approved child restraint devices, regardless of vehicle type. Some permit older children to use adult safety belts.

According to Caring for Our Children - National Health and Safety Performance Standards. Guidelines for Early Care and Education Programs, fourth edition, when children are driven in a motor vehicle other than a bus, school bus, or a bus operated by a common carrier, the following should apply:

- a. A child should be transported only if the child is restrained in developmentally-appropriate car safety seat, booster seat, seat belt, or harness that is suited to the child's weight, age, and/or psychological development in accordance with state and federal laws and regulations, and the child is securely fastened, according to the manufacturer's instructions, in a developmentally-appropriate child restraint system.
- b. Age and size-appropriate vehicle child restraint systems should be used for children under eighty pounds and under four feet, nine inches tall, and for all children considered too small, in accordance with state and federal laws and regulations, to fit properly in a vehicle safety belt. The child passenger restraint system must meet the federal motor vehicle safety standards contained in the Code of Federal Regulations, Title 49, Section 571.213 (especially Federal Motor Vehicle Safety Standard 213), and carry notice of such compliance.
- c. For children who are obese or overweight, it is important to find a car safety seat that fits the child properly. Caregivers/teachers should not use a car safety seat if the child weighs more than the seat's weight limit or is taller than the height limit. Caregivers/teachers should check labels on the seat or manufacturer's instructions if they are unsure of the limits. Manufacturer's instructions that include these specifications can also be found on the manufacturer's website.



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- d. Child passenger restraint systems should be installed and used in accordance with the manufacturer’s instructions and should be secured in back seats only.
- e. All children under the age of thirteen should be transported in the back seat of a car and each child not riding in an appropriate child restraint system (i.e., a child seat, vest, or booster seat), should have an individual lap-and-shoulder seat belt.
- f. For maximum safety, infants and toddlers should ride in a rear-facing orientation (i.e., facing the back of the car) until they are two years of age or until they have reached the upper limits for weight or height for the rear-facing seat, according to the manufacturer’s instructions. Once their seat is adjusted to face forward, the child passenger must ride in a forward-facing child safety seat (either a convertible seat or a combination seat) until reaching the upper height or weight limit of the seat, in accordance with the manufacturer’s instructions. Plans should include limiting transportation times for young infants to minimize the time that infants are sedentary in one place.
- g. A booster seat should be used when, according to the manufacturer’s instructions, the child has outgrown a forward-facing child safety seat, but is still too small to safely use the vehicle seat belts (for most children this will be between four feet, nine inches tall and between eight and twelve years of age).
- h. Car safety seats, whether provided by the child’s parents/guardians or the child care program, should be labeled with the child passenger’s name and emergency contact information.
- i. Car safety seats should be replaced if they have been recalled, are past the manufacturer’s “date of use” expiration date, or have been involved in a crash that meets the US Department of Transportation crash severity criteria or the manufacturer’s criteria for replacement of seats after a crash.
- j. The temperature of all metal parts of vehicle child restraint systems should be checked before use to prevent burns to child passengers.

If the child care program uses a vehicle that meets the definition of a school bus and the school bus has safety restraints, the following should apply:

- a. The school bus should accommodate the placement of wheelchairs with four tie-downs affixed according to the manufactures’ instructions in a forward-facing direction;
- b. The wheelchair occupant should be secured by a three-point tie restraint during transport;
- c. At all times, school buses should be ready to transport children who must ride in wheelchairs;
- d. Manufacturers’ specifications should be followed to assure that safety requirements are met.

Buckling up is not only a safe practice for the transportation of children; it works for adults, too.

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Use safety seats properly

Always read the manufacturer’s instruction manual before installing and using a child safety seat. All children age 12 and under must ride properly restrained in the backseat. Infants must ride in rear-facing child safety seats; toddlers and young children can ride in forward-facing child safety seats. Regulations for child safety seats vary by state and change frequently, so check your state’s rules before you drive.

NHTSA’s web site (www.nhtsa.dot.gov) is a great resource for information about child passenger safety.



On-board first aid supplies

Every vehicle in your fleet needs a fully stocked first aid kit. The contents of the kit and the quantity of supplies will vary according to the size of your operation, type of vehicle, and passengers. A sample list of items to include in your first aid kit is provided at the end of this guide

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Driver's vehicle condition report (Appendix A):

Vehicle number _____ Mileage _____ Date ____/____/____

Check one of the following statements that applies to this vehicle with an "X".

____ Vehicle is in good operating condition

____ Items checked below require attention

- | | | |
|-----------------------------------------------------------|-----------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Ammeter | <input type="checkbox"/> Gas gauge | <input type="checkbox"/> Radiator |
| <input type="checkbox"/> Battery | <input type="checkbox"/> Gear shift | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Body bolts (loose) | <input type="checkbox"/> Generator | <input type="checkbox"/> Reflectors |
| <input type="checkbox"/> Brake lines | <input type="checkbox"/> Glass | <input type="checkbox"/> Seat belts |
| <input type="checkbox"/> Brakes (foot) | <input type="checkbox"/> Heater/air condition | <input type="checkbox"/> Signals (directional) |
| <input type="checkbox"/> Brakes (emergency) | <input type="checkbox"/> Horn | <input type="checkbox"/> Speedometer |
| <input type="checkbox"/> Bumpers | <input type="checkbox"/> Lights (crossing) | <input type="checkbox"/> Springs/shocks |
| <input type="checkbox"/> Child passenger restraint system | <input type="checkbox"/> Lights (head) | <input type="checkbox"/> Starter |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Lights (marker/clearance) | <input type="checkbox"/> Steering gear |
| <input type="checkbox"/> Defroster | <input type="checkbox"/> Lights (step & inside) | <input type="checkbox"/> Tachometer |
| <input type="checkbox"/> Door handles/latches/locks | <input type="checkbox"/> Lights (stop & tail) | <input type="checkbox"/> Tires/wheels |
| <input type="checkbox"/> Exhaust pipe | <input type="checkbox"/> Lubrication | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Fan belt | <input type="checkbox"/> Mirrors (rear-view) | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Fenders | <input type="checkbox"/> Mirrors (side & crossover) | <input type="checkbox"/> Windshield wipers |
| <input type="checkbox"/> Fire extinguisher | <input type="checkbox"/> Inspection due | |
| <input type="checkbox"/> First aid kit | <input type="checkbox"/> Motor | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Flags, flares, flashlight | <input type="checkbox"/> Oil pressure | |

Remarks: _____

Driver's signature _____ Date: _____

Mechanic's signature _____ Date: _____

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Transportation rules and procedures checklist (Appendix B)

	Yes	No
Are drivers prohibited from operating a vehicle while under the influence of alcohol or drugs, including prescription drugs that can make them drowsy?		
Are drivers prohibited from smoking, playing loud music, and wearing earphones?		
Are drivers prohibited from leaving children unattended in a vehicle?		
Are drivers required to make a daily physical inspection of the vehicle and record their findings in the driver's vehicle condition report?		
Are vehicles equipped with reflective danger signs (the triangle)? In case of an on-road emergency, the driver can use these signs to alert other drivers of the situation.		
Does each vehicle have a radio, cell phone, or other communication device?		
Does each vehicle have a fully stocked first aid kit?		
Does each vehicle have emergency identification and contact information for each child being transported?		
Does the facility director approve each driver, and are only approved drivers allowed to operate vehicles?		
Does the director keep all vehicle keys in one central location?		
Do drivers always follow agreed-on routes, or get approval from the director to change them?		
Are all passengers seated and secured, and do children use approved child restraint devices or seatbelts?		
Do drivers check to make sure all doors are properly closed and locked?		
Do drivers make sure passengers do not put their heads, hands, arms, or other body parts outside the windows?		
Do drivers prohibit horseplay and rowdy behavior?		
If the vehicle can carry more than 6 passengers, is there an adult onboard who is trained in safety procedures and group management?		
For child care centers, are there enough adults (not including the driver) to supervise the children and maintain the same adult-to-child ratio that is used at the center?		
Do drivers always strictly obey all traffic laws?		

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	Yes	No
Do drivers always check the oil, tire pressure, and battery when they buy gas?		
Do drivers always leave vehicles in park, with the emergency brake on?		
Do drivers always shut off the motor before loading or unloading children?		
If the driver can't shut off the motor, is the vehicle equipped with flashing lights similar to a school bus to warn oncoming traffic that the vehicle is loading/unloading?		
Is the vehicle air conditioned when the temperature is above 75 °F, and heated when the temperature is below 50 °F?		
Are drivers instructed to call an authorized service station for flat tires and other on-the-road vehicle problems?		
Does the facility replace its vehicles regularly?		
If you use rented vehicles, are the drivers experienced in using the vehicle and approved by the director or other lead person in the organization?		
If you use chartered buses, is the driver a professional provided by the bus owner or charter company?		
Do drivers always check the vehicle before garaging to make sure no passengers, especially children, were left onboard?		
If required to back up a large vehicle, is a spotter used to make sure backing up can be done safely?		

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First aid kit

Caring for Our Children - National Health and Safety Performance Standards. Guidelines for Early Care and Education Programs, fourth edition provides the following recommendations for a first aid kit. The first aid kit should contain at least the following items:

- a. Disposable nonporous, latex-free or non-powdered latex gloves (latex-free recommended);
- b. Scissors;
- c. Tweezers;
- d. Non-glass, non-mercury thermometer to measure a child's temperature;
- e. Bandage tape;
- f. Sterile gauze pads;
- g. Flexible roller gauze;
- h. Triangular bandages;
- i. Safety pins;
- j. Eye patch or dressing;
- k. Pen/pencil and note pad;
- l. Cold pack;
- m. Current American Academy of Pediatrics (AAP) standard first aid chart or equivalent first aid guide such as the AAP Pediatric First Aid For Caregivers and Teachers (PedFACTS) Manual;
- n. Coins for use in a pay phone and cell phone;
- o. Water (two liters of sterile water for cleaning wounds or eyes);
- p. Liquid soap to wash injury and hand sanitizer, used with supervision, if hands are not visibly soiled or if no water is present;

- q. Tissues;
- r. Wipes;
- s. Individually wrapped sanitary pads to contain bleeding of injuries;
- t. Adhesive strip bandages, plastic bags for cloths, gauze, and other materials used in handling blood;
- u. Flashlight;
- v. Whistle;
- w. Battery-powered radio (1).



When children walk or are transported to another location, the transportable first aid kit should include ALL items listed above AND the following emergency information/ items:

- a. List of children in attendance (organized by caregiver/ teacher they are assigned to) and their emergency contact information (i.e., parents/guardian/emergency contact home, work, and cell phone numbers);
- b. Special care plans for children who have them;
- c. Emergency medications or supplies as specified in the special care plans;
- d. List of emergency contacts (i.e., location information and phone numbers for the Poison Center, nearby hospitals or other emergency care clinics, and other community resource agencies);
- e. Maps;
- f. Written transportation policy and contingency plans

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Resources

The Insurance Institute for Highway Safety

1005 N. Glebe Road, Suite 800
Arlington, VA 22201
703-247-1500
www.highwaysafety.org

National Highway Traffic Safety Administration

400 Seventh Street, S.W.
Washington, DC 20590
888-327-4236
www.nhtsa.dot.gov

Safe Kids

CPS Certification
1255 23rd St NW, Suite 400
Washington, DC 20037
877-366-8154
<https://cert.safekids.org/>

Caring for Our Children - National Health and Safety Performance Standards. Guidelines for Early Care and Education Programs. Fourth Edition.

Reference:

- 15-Passenger Vans. National Highway Transportation Safety Administration (NHTSA) www.nhtsa.gov/road-safety/15-passenger-vans#topic
- *The Guideline for the Safe Transportation of Pre-school Age Children in School Buses.* National Highway Transportation Safety Administration (NHTSA). www.NHTSA.gov
- Pennsylvania Department of Transportation (2012), Pennsylvania School Bus Driver's Manual – PUB 117, Harrisburg, PA
- *Caring for Our Children - National Health and Safety Performance Standards. Guidelines for Early Care and Education Programs*, fourth edition. American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs. 4th ed. Itasca, IL: American Academy of Pediatrics; 2019. Printed in the United States of America.

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