

## Statement of Deficiencies

### 2103.E.: Master Transportation Log

Not Met

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1. A copy of the current master transportation log shall be maintained on file at the center and shall include the names of the children, the pickup and drop off locations, and the authorized persons to whom the children may be released. Documentation shall be maintained whether transportation is provided by the center or contracted.
2. Each driver or monitor, whether provided by the center or through a contractor, shall be provided a current master transportation log,

#### Finding:

2103.E. Based on interview(s) at 3:00 PM, center staff failed to have a Master Transportation Log available for review. S1 stated she was not aware of this requirement.

Corrective Action Plan: Effective 2/11/2021, S1 stated she will review the transportation regulations and compile a Master Transportation Log to ensure this deficiency is not cited again.

### 2103.F.: Passenger Transportation Log

Not Met

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1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
  - a. date the transportation is provided;
  - b. name of the child;
  - c. name of driver and staff members;
  - d. pick up and drop off locations;
  - e. time child was placed on the vehicle;
  - f. time child was released and name of the person or entity to whom child was released; and
  - g. signature of staff person completing the log.

#### Finding:

2103.F. Based on interview(s) and record review at 3:00 PM, though center staff has a Passenger Transportation Log, this log failed to include the names of the driver and staff members present on the bus, pick up and drop off locations, the time the child entered and exited the bus, and a signature from the person completing the log.

Corrective Action Plan: Effective 2/11/2021, S1 stated she will review the transportation requirements in Bulletin 137 as well as create a passenger transportation log to ensure this deficiency is not cited again.

### 2107.C.: Daily Transportation Visual Vehicle Check

Not Met

2107.C.: For daily transportation services, the vehicle shall have a visual passenger check made at the completion of each trip or route, prior to the staff member exiting the vehicle.

#### Finding:

2107.C. Based on interview(s) and observations at 3:00 PM, S4 and S7 failed to conduct a visual check of the vehicle at the completion of each route. Specialist observed that S4 and S7 drop children off at the center and immediately leave to pick up another load of children. Neither staff completed a visual check of the vehicle. S4 stated the center completes a visual check of the vehicle at the end of the final trip prior to exiting the vehicle.

Corrective Action Plan: S1 stated she will train staff to complete a visual check of the vehicle after each route to ensure this deficiency is not cited again.