

Statement of Deficiencies

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 record review at 3:57 pm, the transportation log provided, failed to note the time the children were released and name of the person or entity to whom the children were released. The center's log failed to note which school they were being released to in the morning and what time they were being released to the school in the morning. In the afternoon, the log failed to note they were being released to the center after being pick up from school and failed to note the actual time they were released to the center. The log also failed to have the signature of the staff person who completed the log.

Corrective Action Plan: S1 and S2 stated effective 3/3/2020, the center transportation log will be update to list the name of the school and the time the children are being released to the school for morning transportation. The log will be updated to list the center's name and the time the children are being released to the center when they are brought back to the center after being picked up for school each day.

2107.A.1.&2.: Visual Check of Vehicle

Not Met

2107.A.1.&2.: A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

1. A staff person shall physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses in the interior of the vehicle.
2. The staff member shall record the time of the visual passenger check and sign the log, indicating that no child was left on the vehicle.

Finding:

2107.A.1&2. Based on observation at 3:19 pm, S1 failed to physically walk through the vehicle and inspect all seat surface and under all seats. At 3:19 pm, S1 arrived to the center with 8 children. The children were unloaded and walked into the center by S1. S1 failed to get on the vehicle and conduct the required check of the vehicle. S1 failed to record the time of the visual passenger check and sign the log, indicating that no child was left on the vehicle. Specialist reviewed the transportation log for 3/2/2020 and 3/3/2020, and noticed that visual checks are not being conducted when the vehicle is returned and parked at the center. Per S2's verbal statement, visual checks are only being conducted in the morning, prior to the children being transported to school. In the afternoon, visual checks are only being conducted, prior to the driver leaving the center to pick the children up from school. The inspection is not being conducted once the driver arrives back to the center and releasing the children from the vehicle.

Corrective Action Plan: S1 and S2 stated effective 3/3/2020, a vehicle check will be conducted each time the center vehicle is parked after dropping off children. Staff will physically walk through the vehicle and inspect all seat surfaces and under all seats. A staff will be at the back gate when the driver arrives to bring the children into the center so that the check can be conducted safely. The time of the visual check will be documented on the transportation log.