

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/interviews, at 2:07 pm, S1 failed to have evidence that passenger transportation logs were being completed. S1 stated the most recent forms had been damaged after being dropped in water.

Corrective Action Plan: Effective 3/3/2021, S1, Director, stated she will ensure the passenger transportation logs are being completed on a daily basis. Center drivers will be required to submit their transportation logs after each bus run to ensure they are completed correctly to ensure this deficiency is not recited.

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 record review at 2:07 pm, S1 failed to have documentation that the driver or a staff person checked the vehicle at the completion of each trip. S1 stated the most recent forms had been damaged after being dropped in water.

Corrective Action Plan: Effective 3/3/2021, S1, Director, stated she will ensure the visual checks are being completed on a daily basis. Center drivers will be required to submit their visual check to her after each bus run to ensure this deficiency is not recited.
