

## 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: The Center's current Passenger transportation log provided to the center driver or attendant was incomplete as it did not include name of driver and staff members. Based on review of daily transportation record dated 05/16/16-05/20/16 and 03/14/16-03/18/16 name of driver and staff members was not documented.

### 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:

The Provider's documentation of the vehicle check was incomplete and did not include the signed full name of the person conducting the check and the time the vehicle is checked to indicate that no child was left on the vehicle. Based on review of daily transportation record dated 05/16/16-05/20/16 driver/and or attendant did not sign visual inspection conducted on 05/17/16, 05/18/16, and 05/19/16. Based on review of daily transportation record dated 03/14/16-03/18/16 driver/and or attendant did not sign visual inspection conducted on 03/17/16 and 03/18/16.

### 2107-B.1-3: Field Trip Visual Vehicle Check

Not Met

#### 2107-B.1-3: For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

1. prior to leaving center for destination,
2. upon arrival at and prior to departure from each destination, and
3. upon return to center.

#### Finding:

#### 2107-B.1-3 Based on record review:

Documentation of the visual check of the vehicle was incomplete as it did not include the signature of the person conducting the check and the time of the face to name count prior to departure from each destination. Based on review of field trip records dated 06/24/16 and 07/06/16