

## Statement of Deficiencies

### 1507-B: Daily Attendance Records - Staff and Owners

Not Met

1507-B: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

#### Finding:

1507-B Based on record review/interview on 10/17/2018, S1 failed to have documentation showing that staff who left the center to conduct the bus run, signed out and signed back in upon returning to the center. Per S1, staff have not been signing in and out when they leave the center to conduct center business

### 2101-A.8: Vehicle in Good Repair

Not Met

2101-A.8: Vehicles shall be maintained in good repair.

#### Finding:

2101-A.8 Based on observations/interview on 10/17/2018, the center vehicle was not maintained in good repair as evidence by Specialist observed that all four tires on the vehicle had worn tread. S1 stated that all tires will be replaced.

### 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 on 10/17/2018, the transportation logs reviewed for the following weeks: 4/02/18-4/6/2018, 4/9/2018-4/13/2018, 4/16/2018-4/20/2018, 4/23/2018-4/27/2018 and 4/30/2018-5/4/2018, failed to have documentation that a visual passenger check was conducted on the days transportation was provided to ensure that no child was left on the vehicle.

### 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 record review on 10/17/2018, a daily visual check for the transportation was not conducted on any days transportation was provided on the days of the following weeks: 4/02/18-4/6/2018, 4/9/2018-4/13/2018, 4/16/2018-4/20/2018, 4/23/2018-4/27/2018 and 4/30/2018-5/4/2018, as evidence by review of the transportation logs.