



# **Transportation**

## **Frequently Asked Questions for Exempt Providers**

- Q. Do I have to use Bright from the Start's transportation forms?
- A. No. You are not required to use the Department's transportation forms.
- Q. If I have an alarm on my vehicle, am I still required to do two checks?
- A. Yes, two checks of the vehicle are required, regardless of whether or not the vehicle has an alarm.
- Q. What if there are multiple vehicles on a field trip?
- A. Each vehicle should have its own passenger checklist and staff should complete the checklist as required. A staff person from each vehicle can conduct and document the second check of the other person's vehicle at the field trip destination.
- Q. Can parent volunteers conduct the second check of a vehicle on a field trip?
- A. No. The second check of the vehicle has to be conducted by a designated staff person.
- Q. Can you use a separate field trip permission form instead of using the one on the field trip transportation checklist form?
- A. Yes. You can use a separate field trip permission form for parent permission.
- Q. Are transportation forms and paperwork required for children who are transported to the center by public-school bus?
- A. No. If transportation is provided by the public school system, then transportation requirements are not applicable to the Provider.

- Q. Can the second check be completed by a person on the vehicle?
- A. Yes. As long as the second check is done by an additional staff person, it does not matter whether or not that person was on the vehicle.
- Q. When do I have to make a phone call for the second check documentation?
- A. You would use the phone call in the following scenarios:
- You are the only staff person on a field trip. Because there is no additional staff person that can conduct a 2<sup>nd</sup> check of the vehicle at the destination, you would call the facility after completing your 1<sup>st</sup> check to let them know everyone is accounted for and document the call, and the person you spoke to on the form.
  - You are the only staff person at the center at the return of a trip. Because there is no additional staff person that can conduct a 2<sup>nd</sup> check of the vehicle at the facility, you would call a designated staff person after completing your 1<sup>st</sup> check to let them know everyone is accounted for and document the call, and the person you spoke to on the form.
- Q. Can I put multiple schools or routes on the same transportation form?
- A. No. Each school and each route conducted should be on a separate transportation form.
- Q. I think that I have a School Bus and not a Multi-Function School Activity Bus, which would exempt me from seat belt requirements on the vehicle. How do I know for sure?
- A. If you think that your vehicle is a true School Bus and not a Multi-Function School Activity Bus, then you should contact your Specialist. You will be required to provide the make and model number, as well as the VIN (Vehicle Identification Number) of your vehicle. These can be checked by outside sources to verify the type of vehicle you have.

**As a best practice, Transportation Safety training can be located through the Georgia Professional Development System.**

*(FYI: Children aged 5 and older are not required to be restrained in either a true School Bus or a MFSAB. The exemption does not apply to children under the age of 4 transported in a MFSAB.)*

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