

**PROVIDER AGREEMENT**  
**CENTER BASED VOUCHER ONLY PROVIDER**  
**FY-2025 TRANSPORTATION ADDENDUM**

THE PROVIDER AGREES TO:

All programs who hold a voucher agreement with a Child Care Resource and Referral Agency (CCRR) and will be providing transportation services directly and/or through a subcontract must comply with all EEC requirements promulgated in the terms and conditions of their contract(s) and with the requirements of the Registry of Motor Vehicles (RMV). The delivery of transportation services must comply with the following (web links in blue):

- [Registry of Motor Vehicles \(RMV\) M.G.L.c.90, Sec 7D;](#)
- [540 CMR 7.00: Standards for construction and equipment of school buses and school pupil transport vehicles](#)
- [Transportation Regulations at 606 CMR 7.13;](#)
- [Background Record Check \(BRC\) Regulations at 606 CMR 14.00;](#)
- [EEC Background Record Checks | Mass.gov](#)
- [EEC Interim Income Eligible Child Care Financial Assistance Policies- Transportation Funding](#)
- [EEC - Drop Off & Pick Up Guide](#) (revised 10/1/2012).
- [Transportation Oversight Plan Guidance](#) (revised November 2020) and the agency/program's internal written Transportation Plan 606 7.13 (1).
- All terms found in the EEC Voucher Services Agreement.

Early education providers must have comprehensive transportation policies in place to help ensure the safety of children being transported. It is a Provider/System's responsibility to ensure that all drivers and monitors whether employed directly, contracted, or subcontracted have completed all EEC required background record checks, completed all EEC transportation safety trainings, complied with all applicable licensing requirements, and that adequate documentation is retained to support these requirements.

Family Child Care Providers/Systems must abide by any and all requirements for background record checks by state and federal law. EEC's background record check regulations now require that EEC licensed, approved, or funded Family Child Care Systems that contract for transportation services must confirm that EEC has approved the suitability of all personnel providing transportation services and all staff with unsupervised access to children after a review of Criminal Offender Record Information (CORI) data provided by the Massachusetts Department of Criminal Justice Information Services (DCJIS); the Massachusetts Department of Children and Families (DCF); the Massachusetts Sex Offender Registry Board (SORB); the National Sex Offender Registry (NSOR); the state and national fingerprint databases; as well as all relevant state and national criminal history, child welfare and sex offender registries, databases and repositories. *See* 606 CMR 14.05.

Providers/Systems that provide transportation either directly or through a subcontract will:

- Maintain on file **up-to-date** certification for each and every transportation driver and monitor (whether employees or subcontracted) reflecting completion of the following documentation:  
[Driver-Monitor: Required Documents Checklist](#)
  - 7D or School Bus License
  - Driver's License or Photo ID for Monitors
  - Current First Aid and CPR Certifications
  - EEC's Essentials StrongStart Training: *Transporting Children*
  - Professional Qualifications Registry (PQR)
  - Signed acknowledgement of the provider's transportation plan, procedures, and EEC's policies
  - If the transportation staff is an employee of the provider, then the provider must have the employee's application for employment

- Evidence in a secure location that a background record check has been completed through EEC as required by EEC’s background record check regulations and state and federal law. (EEC “BRC Suitability Letter”)
- Maintain on file **up-to-date** vehicle documentation for all vehicles:  
[Vehicle: Required Documents Checklist](#)
  - Vehicle Certificate of Registration
  - RMV Annual Vehicle Inspection sticker and 7D or School Bus Semi-Annual Inspection decal
  - Insurance Coverage
  - RMV Vehicle pre-check inspections
  - Sign-off that each vehicle has the following items (applicable to each type of vehicle):
    - Car seats
    - Safety carriers
    - Restraints or seat belts
    - First aid kit
    - Seat belt cutter
    - Emergency cards for the children
- Passenger logs must be maintained and reviewed to ensure compliance with EEC requirements.
- Current Transportation Subcontract Agreement must be on file and details the entity will adhere to all policies and regulations noted in this document as well as reimbursement structure.

All documentation must be made readily available at all times for EEC and the CCRRs for review.

Any questions about EEC’s transportation subsidy requirements for Subsidy Regions 1, 2 and 3 should be directed to Randy Wong, EEC Subsidy and Transportation Compliance Monitor, [Randall.M.Wong@Mass.Gov](mailto:Randall.M.Wong@Mass.Gov). For Subsidy Regions 4, 5 and 6 please contact Chester Stone, EEC Subsidy and Transportation Compliance Monitor, [Chester.Stone@Mass.gov](mailto:Chester.Stone@Mass.gov).

For additional information on Transportation services, please visit EEC’s website:  
<https://www.mass.gov/guides/transportation-of-children-in-early-childhood-programs>

**Program that Provides Transportation:**

**Name of Program:** \_\_\_\_\_

**Address of Program:** \_\_\_\_\_

**City/Town, Zip Code:** \_\_\_\_\_

If transportation services are subcontracted, please list names of transportation companies:

\_\_\_\_\_

\_\_\_\_\_  
**Provider Name**

\_\_\_\_\_  
**CCR&R Name**

\_\_\_\_\_  
**Provider Signature**

\_\_\_\_\_  
**CCR&R Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**