

## INFORMATION REGARDING: Transportation Contracts

Centers and Family Day Care Systems (not Independent Family Day Care Providers) can set up a contract, which enables them to be reimbursed for providing transportation. Reimbursement is determined based on the rate charged by the provider (verified by documentation) but will be no greater than the maximum allowed by state regulations.

To initiate a transportation contract, the provider must send the following to Child Care Resources.

- 1. A letter which (a) expresses an interest in setting up a transportation contract, (b) states that transportation will be made available to all who qualify, (c) names the company that will provide transportation, as well as the rates it charges, (a copy of the contract between the program and transportation company will be sufficient if applicable.)

Transportation services should not be provided for voucher reimbursement prior to contract approval.

Should you have any questions regarding a transportation contract please contact a Kandi Cook at 508-796-1835 or by email at [Kcook@sevenhills.org](mailto:Kcook@sevenhills.org).

If there is a change or addition in the transportation company, Child Care Resources must receive all relevant information.

PROVIDER AGREEMENT  
CENTER BASED PROVIDER  
TRANSPORTATION  
PROVISION

NOTE:

~~This will be inserted at the end of section I for those programs that will be providing transportation.~~

The provider agrees to adhere to the provision of the transportation addendum. In an instance where the provider subcontracts for transportation services, the provider must ensure that the transportation contractor meets the provisions of the transportation addendum.

THE PROVIDER AGREES TO:

Transportation

- I. Comply with all pertinent Early Education and Care, Registry of Motor Vehicles and Department of Transportation regulations governing the safety and delivery of transportation services.
  - Keep daily attendance of arrival times and departure times for children receiving transportation.
- II. Assume responsibility for the care and safety of children using transportation services.
  - Ensure that drivers demonstrate sensitivity to the population being served, the ability to respond to crisis and an understanding of the behavior of children.
  - Ensure that drivers, transportation managers and other appropriate professional staff are instructed about the provider's transportation policies.

- Ensure that drivers are informed of the telephone numbers and locations of all alternative drop-off locations for children.
  - Ensure that information concerning alternative drop-off locations and/or emergency contacts will be updated at least every six months or more often when deemed necessary.
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- In the absence of a parent and upon failure to locate an alternative drop-off location, drivers shall return the child to the program. Within reason, the provider professional staff shall continue to pursue locating the absent parent, alternative drop-offs, or other emergency contacts as previously indicated by the parent. Upon failure to reach any of these resources and after reasonable efforts the provider shall file a 51A report with the Department of Children and Families Area Office or the after-hours hot line.

III. Develop written policies defining procedures to be followed when children are not ready for pick-up and /or there is an absence of a responsible adult at drop-off time.

- At a minimum, the written policy includes statements or information addressing the following:
  - Designation of the specific time(s) pick-up and drop-off will occur;
  - Parental responsibility to prepare children on time and to assure an adult is at home to receive the child;

- Maximum time drivers will wait for unprepared children and/or the return of an absent adult.
- Designated and confirmed alternative drop-off locations such as a relative or neighbor, or contact persons (at least 2) who can be at the program to pick up the child within a half hour of contract;
- ~~The specific procedures providers will follow when no appropriate adult is home;~~
- Notice that transportation is not provided on declared snow days, and reference to the program's snow day policy;
- Notice that providers and consumers share equal responsibilities to keep each other informed of changes which affect the transportation schedule or agreement;
- The name of the provider's transportation manager who shall act as a consumer contact.

IV. Ensure that the effectiveness of its transportation services are monitored by:

- Establishing routine procedures for recognizing and resolving problems in the delivery of transportation.
- Consistently picking up and dropping off children at their designated times.

- Designating specific staff persons responsible for the management of the transportation system and for receiving consumer communications.
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Provider Name

\_\_\_\_\_  
Child Care Resource Agency

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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