

Purpose of form

Form 07LC005E is completed by the child care center director to document compliance with licensing requirements on transportation. It must be completed if transportation, including field trips, is provided by staff, volunteers or a contracted sponsor or organization. This form must be posted where parents may see it.

Instructions

For each vehicle used to transport children, enter:

Vehicle description. List the year, make, and model of the vehicle. For example, 1994 Dodge Caravan.

Maximum capacity. List the seat capacity for children as designated by the manufacturer or, if unavailable, the number of children based upon a minimum of 13 inches of seating space per child.

Visibly marked. Check yes or no to indicate whether the vehicle is visibly marked with the name of the facility or sponsoring organization.

All other items on the form are self-explanatory.

Routing

Original - Posted at the center
Copy - Licensing staff