CHILD TRANSPORTATION SAFETY TRAINING

Developed By

Arkansas Transit Association & Training Academy and the Division of Child Care and Early Childhood Education

In Cooperation With

Arkansas State University, Division of Childhood Services

Arkansas Children's Hospital

ChildCare Aware

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Transportation Licensing Requirements

The Minimum Licensing and Registration Requirements for all licensed child care centers and licensed and registered homes, Section 1301.3.c, state that any staff members who transport children shall successfully complete a driver safety course and maintain verification of completion of the course, on site, in the staff member's record. Reviewing all of the material contained in this course and documenting completion of this course will fully meet this requirement.

Please be advised that much of the information contained in this course (with the exception of the listed state laws) is highly recommended "best practice" and not licensing requirements. To review the actual licensing requirements for transportation, please refer to Section 1301.3.c of the minimum licensing/registration requirements applicable to your center or home.

INTRODUCTION

Motor vehicle injuries are the leading cause of death among children in the U.S. This document provides basic safety knowledge for drivers and other staff involved with transporting children in a child care environment. By reading the information contained herein, individuals engaged in transporting children should obtain a clear understanding of their responsibilities and requirements.

Transportation staff members, specifically drivers, are an integral part of the child care team and shoulder responsibility for ensuring the health, safety and welfare of the children and staff onboard their vehicles. How a child is transported matters and the knowledge to provide that safe transportation is essential to keeping children out of harm's way.

For an individual to satisfactorily complete the training requirement, a child care facility owner or director must sign the Acknowledgment of Training certifying completion and place the verification in the staff's file. While this training is directed at transportation staff, it is critical that facility owners, directors and supervisors also be knowledgeable in the transportation safety guidance contained in this document.

Guidance in this document is based on national safety standards and recommended best practices.

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Section 1: Compliance with Applicable Laws

Arkansas' "Child Passenger Protection Act"

Every person in Arkansas who is responsible for the transportation of children in licensed/registered child care is responsible for following this law as defined by the licensing regulations. The following paragraphs outline what is included in this act.

While operating a motor vehicle on a public road, street, or highway of this state, a driver who transports a child under fifteen (15) years of age in a passenger automobile, van, or pickup truck, other than one operated for hire, shall provide for the protection of the child by properly placing, maintaining, and securing the child in a child passenger restraint system properly secured to the vehicle and meeting applicable federal motor vehicle safety standards in effect on January 1, 1995.

A child who is less than six (6) years of age and who weighs less than sixty pounds (60 lbs.) shall be restrained in a child passenger safety seat properly secured to the vehicle.

If a child is at least six (6) years of age or at least sixty pounds (60 lbs.) in weight, a safety belt properly secured to the vehicle shall be sufficient to meet the requirements of this section. Any person who violates this chapter shall, upon conviction, be fined not less than twenty-five dollars ($25.00) nor more than one hundred dollars ($100).

In determining the amount of fine to be assessed under this section, any court hearing the matter shall consider whether, if the offense is for failure to secure the child in a child passenger safety seat properly secured to the vehicle, the child was restrained by some alternative means such as seat safety belts properly secured to the vehicle.

Additional information on choosing and using the appropriate child safety seat will be discussed in Chapter 4.

Arkansas' Law on Child Safety Alarms

The Child Safety Alarm Act, passed in 2005, requires all agencies or child care facilities that transport children and that are licensed by the Department of Human Services to have approved child safety alarm devices installed on any vehicles designed or used to transport more than seven (7) passengers and one (1) driver. *This alarm shall be installed before placing the vehicle into service:*

Any agencies or child care facilities required to have approved child safety alarm devices installed in a vehicle shall ensure that the devices are maintained and are in proper working order any time that the vehicle is in use for transporting children.

It shall be unlawful to transport children in a vehicle that is required to have an approved child safety alarm device as provided under this law if the approved child safety alarm device: 1) Has not been installed; 2)Is not in proper working condition; or 3)Has been disconnected.

Any person who knowingly violates the provisions of this section shall be guilty of a Class A misdemeanor.

Arkansas' Law on Vehicle Safety and Texting

This law requires that everyone operating a vehicle ensure that the vehicle is in safe mechanical condition.

No person shall drive or move any vehicle subject to registration on any highway in this state unless the equipment on the vehicle is in good working order and adjustment as required for the vehicle's safe operation and unless the vehicle is in safe mechanical condition as not to endanger the driver, other occupants of the vehicle, or any other person.

Any law enforcement officer having reason to believe that a vehicle may have safety defects shall have cause to stop the vehicle and inspect for safety defects. Should the officer determine that the vehicle is defective, he or she shall issue to the operator a safety compliance summons directing the operator to have the defect corrected.

Any certified police officer having reasonable cause to believe that a motor vehicle is unsafe or not equipped as required by law or that the motor vehicle equipment is not in proper adjustment or repairs may require the driver of the motor vehicle to stop and submit the vehicle to an inspection and test as may be appropriate.

In the event that the use of a vehicle in its present condition would, in the reasonable judgment of the officer, endanger the life of any member of the public, the officer may issue to the operator a citation for operating an unsafe vehicle and may require the vehicle to be parked at the owner's expense and not operated until it is made safe.

Any person found guilty of operating an unsafe vehicle shall be subject to a fine of not less than twenty-five dollars ($25.00) nor more than two hundred fifty dollars ($250).

The following Arkansas law prohibits all drivers from using a handheld wireless telephone while driving:

A driver of a motor vehicle shall not use a handheld wireless telephone for wireless interactive communication while operating a motor vehicle. A driver of a motor vehicle may use a handheld wireless telephone for wireless interactive communication in emergencies. "Wireless interactive communication" means typing, text messaging, emailing, or accessing information on the Internet with a handheld wireless telephone.

Arkansas Commercial Motor Vehicle Regulations

These safety rules and regulations apply to commercial vehicles operated within Arkansas. A commercial motor vehicle is a vehicle with a gross vehicle weight rating of 10,001 pounds or more; or, ***a vehicle which is designed to transport 16 or more passengers, including driver***. The owning or leasing of a commercial vehicle brings with its operation a number of regulatory requirements. Child care operations and their drivers are subject to these

commercial motor vehicle laws and regulations and are considered “for hire” motor carriers of passengers for the purposes of compliance and enforcement actions. The only exception to these regulations is transportation by Federal, State, and local governments; and, school bus operations which are those subject to rules of the Department of Education. The Arkansas Highway Commission is the responsible public entity for regulatory oversight and enforcement of commercial vehicle safety regulations that apply to “for hire” carriers.

The Arkansas Highway Commission adopted the Federal motor carrier safety regulations as the safety rules and regulations applicable to in-state operations with the exception of Federal insurance rules. The regulations can be found in 49 C.F.R. Parts 383 through 399. As a “For Hire” passenger carrier, a child care facility places themselves into a commercial transportation business the same as a charter bus operator.

It is the responsibility of each commercial passenger operation and their drivers to know and comply with all applicable motor carrier regulations. Any commercial vehicles operating upon public roads and streets are subject to being stopped and inspected. Failure to comply with the motor carrier safety regulations can result in the vehicle being taken out of service and significant penalties for any violation. If the roadside inspection is a result of an incident or accident involving injury or death, it would pose some serious legal and liability issues for the driver and child care facility is these regulations are not followed.

Section 2: Defensive Driving Skills

Recognizing Driving Hazards

If you drive on the job, learning how to drive defensively will help you avoid dangers on the road. Motor vehicle accidents are the number one cause of job-related fatalities. Recognizing hazards will help you avoid traffic accidents, keeping you and your passengers safe.

The greatest threat to your safety is not in the child care facility but on the road. Which means it is also dangerous for the children you transport. Think about the consequences of a serious accident – your life may never be the same again!

Dangerous Driving Conditions

You must recognize and be aware that there are numerous hazards present in both urban and rural driving environments. With all the potential hazards on the road, is being distracted or inattentive worth the risk? Being distracted or inattentive impacts your ability to recognize, react and avoid the various hazards on the road. Keep these potential hazards in mind while you drive.

- heavy traffic
- accidents
- unpredictable pedestrians (children)
- lights and signs
- poor weather affecting visibility/traction
- change in speed
- poor road design
- parking lots
- wildlife, livestock and pets
- suddenly changing road conditions
- obstructions
- farm equipment
- railway crossings
- bikes, ATVs or motorcycles
- signs (poorly positioned/missing)
- road construction
- loose gravel, dust, washboard, mud, snow ice, wet pavement
- wind, blowing snow, dust, fog, smoke, rain
- extreme winter weather affecting personal safety in the event of a breakdown or collision
- sun glare, darkness/shadows

In addition to dangerous driving conditions, hazards caused by other drivers are a leading cause of motor vehicle accidents. Watch for drivers who are:

- speeding
- driving aggressively
- weaving in and out of traffic
- ignoring signs and signals
- tailgating
- passing dangerously
- using cell phones
- eating and drinking
- writing or reading
- having conversations with passengers
- under the influence of alcohol or drugs

It is important for you to understand driving hazards so you can recognize the risk and be prepared to take defensive driving precautions.

Seat Belts

As a driver, always buckle up and ensure your adult riders buckle up as well. Seat belts save hundreds of thousands of live each year by preventing crashes into the steering wheel, dash or windshield. They keep you inside the vehicle and keep you behind the wheel to help stay in control. Wearing a seat belt will increase your chance of remaining conscious so you can help the children riding in your vehicle. Plus it's the law in Arkansas.

And wear it right. "Properly worn" means with both straps snugly fitted to transfer the impact of the collision to the parts of your body that can take it - your hipbones and shoulder bones. With just the shoulder strap on, you can still slide out from under it and be strangled, while the lap belt alone doesn't keep your face from hitting the steering wheel.

Child safety seats will be addressed in Chapter 4.

Avoiding Accidents

Someone is injured every 14 seconds in an accident. Avoiding accidents is the key objective of driving defensively and the most common type of accident is the two-car collision. Head-on collisions are particularly dangerous and can be deadly. The key to avoiding them is to keep looking ahead down the road for possible problems. If a crash looks like it's coming, slow down and even go off the road to the right to avoid a head-on crash.

Rear-end collisions are also dangerous, but they, too, are preventable. Signal your intentions when stopping or turning; be alert for tailgaters; slow down gradually; and leave room in front of you when stopped so that if you are hit from behind, at least you won't hit another vehicle in front.

To avoid colliding with a vehicle in front, take these precautions: look well ahead for hazards, brake lights, and turn signals; always maintain sufficient distance between you and the vehicle in front so that you have enough room to stop safely.

To avoid side collisions, be sure to approach all intersections with caution. Always look both ways before proceeding—even if you have right-of-way. About one-third of two-car collisions occur at intersections, so be especially careful when entering an intersection.

When it comes to fatality rates, the most dangerous accident is the single vehicle accidents. It is always caused by a driver losing control and the driver is almost always considered at fault. The biggest factors in causing single-car crashes are easily avoidable: don't speed, don't drive drowsy, and don't drive impaired.

Slower reflexes lead to over-steering (the impulse to jerk a vehicle back onto the road) which can cause a rollover. If a car starts to drift off the right side of the road, the best thing to do is to release the accelerator and slow down naturally, as the car continues straight along the shoulder. Don't apply the brakes too heavily, and don't try to turn while braking. It's a simple solution to what is often a deadly problem.

Traffic Rules

Defensive drivers use common sense and obey traffic rules. When you took your driver's license test, these were the rules you had to know and understand. Always obey speed limits, traffic signs and signals. Follow the 4-second rule of always staying 4 seconds behind the vehicle in front and allow more distance at night and in bad weather. Watch the vehicle in front when it passes a utility pole or other marker and note if you pass the same marker in less than 4 seconds, then you are to close.

Always signal you intentions to turn or change lanes. Tap your brakes if you intend to stop to alert the vehicle behind you. Good drivers pass with care and allow other drivers room to pass safely.

Focus On Driving

You might not realize it, but you're a distracted driver. In everyday driving distractions are common. From talking with passengers, to eating, to turning around to check on fidgety toddlers, distracted driving endangers you, your passengers, pedestrians and others. Each time you take your focus off the road, even if just for a split second, you're putting your life and the lives of your passengers in danger.

Driving a van or bus can be a very complex task which requires your complete attention. All it takes is a glance away for more than two seconds and you can get into serious trouble. Visual distractions cause you to take your eyes off the road, manual distractions cause you to take your hands off the wheel and cognitive distractions, such as talking to other passengers, cause you to take your mind off what you are doing.

Think about the way you drive. Are you expecting the unexpected? Defensive drivers are alert and focused on driving, so keep your mind on driving and not on other things. You must be prepared for anything that could occur on the road so you'll always be in control. Defensive drivers constantly look well ahead and behind for changes in road conditions and traffic.

Backing Safety

There are several reasons for the frequency of backing accidents. Most are related to inattentiveness. Drivers may fail to exercise as much caution as usual because they think that a backing accident is not likely to result in much damage or injury to themselves. After all, they will not be traveling very fast nor backing up very far. Also, drivers backing up are often in a hurry to emerge from a parking space or driveway during a brief break in traffic. More often, drivers simply fail to check the area before backing, trusting the limited view from the driver's position or over-relying on mirrors. Good drivers develop habits that let them prevent backing accidents. Here are some guidelines:

Get to know a vehicle's blind spots. In a medium and large van, blind spots can extend 100 feet behind a vehicle. Drivers need to remember that mirrors can never give the whole picture while backing.

Think in advance: Drivers should not put themselves into unnecessary backing situations.

Park defensively: Drivers must choose easy-exit parking spaces that don't crowd neighboring vehicles and park their vehicle in the center of the parking space.

When parking: If a parking area doesn't permit driving all the way through or room to turn around, a driver should back into it so that when leaving the vehicle can pull forward into the street.

Do a walk-around: Walking around a vehicle gives a driver firsthand view of the backing area and any limitations. They can check for children, soft or muddy areas, potholes, tire hazards, and other dangers.

Know the clearances. When performing a walk-around, drivers can check for obstructions, low-hanging trees and wires, and any other potential clearance-related problems.

Every backing situation is new and different. Sometimes a driver visits the same location several times a day and should be watchful each visit for changes and any new obstacles.

Use a spotter. A driver should use another person to help them when backing. The driver and spotter should use hand signals instead of verbal ones and make sure they understand each other's signals. Don't have the spotter walking backwards while giving instructions.

When driver's spot for themselves, they need to return to the vehicle and start backing within a few seconds after finishing the walk-around. This will allow very little time for people and/or obstacles to change behind the vehicle. Backing without a spotter should only take place after a driver has as much information about the area as possible. A back up alarm can help warn away pedestrians and drivers of other vehicles who may try to enter the area the vehicle is backing into.

When backing up, the steering wheel turns the front of the vehicle in the opposite direction. So, keep the front wheels in line with the back wheels until any objects on either side have cleared the front bumper.

No amount of forward-driving experience can help a driver with backing a van or other vehicles. All drivers need to practice in safe surroundings until they become familiar with the way the vehicle backs up compared to the direction the steering wheel is turned.

Adjusting To Weather

Anyone who has driven in bad weather conditions realizes that you need to adjust your driving according to the weather situation. Rain, snow, sleet, winds, etc. can change good road conditions to poor road conditions. First, drive more slowly and turn on your lights and wipers if needed. Remember in Arkansas, you must have you headlights on when using you wipers. Increase your following distance and watch for standing water or icy spots. Be prepared to handle a skid by taking your foot off the accelerator and turn in the direction you want the front of your vehicle to go. Try to steer easy and keep your foot off the brake. As you come out of a skid gently turn the steering wheel in the direction you want to proceed.

Remember that bridges, overpasses and shady spots will likely freeze first and stay frozen longer than the roadway surfaces. You should also be very careful of a light rain on a dry surface because small amounts of moisture mixing with road oil can create a slick surface.

Drowsy/Fatigued Driving

Sleep deprivation and fatigue can play a critical role in motor vehicle crashes that are many times attributed to other causes. Drowsy driving is a form of impaired driving that negatively affects a person's ability to drive safely. Most people associate impaired driving with alcohol or drugs, but in this situation, sleepiness is the primary cause. Drowsy driving is not just falling asleep at the wheel. Driver alertness, attention, reaction time, judgment and decision-making are all compromised leading to a greater chance of crashing. Drowsy drivers involved in a crash are twice as likely to make performance errors as compared to drivers who are not fatigued. In extreme cases, a drowsy driver may fall asleep at the wheel.

Although sleepiness can affect you during the entire day and night, drowsy-driving crashes most frequently occur between midnight and 6 a.m., or in the late-afternoon – both times when there are dips in your circadian rhythm (the internal human body clock that regulates sleep). Many drowsy-driving crashes also involve only a single vehicle running off the road at a high rate of speed with no evidence of braking. Drowsy-driving crashes also frequently occur on rural roads and highways.

While no one is immune, the following groups are at highest risk, based on evidence from crash reports and self-reports of sleep behavior and driving performance:

- Young male drivers (17-23 years old)
- People with sleep disorders, such as sleep apnea, insomnia, restless leg syndrome, or narcolepsy

- Shift workers who work at night or who work long or irregular hours
- People who sleep less than 6 hours per night

The best countermeasure to drowsy driving is to get enough rest on a daily basis. Sleep is the only true preventative measure against the risks of drowsy driving.

- Make it a priority to get 7-8 hours of sleep per night.
- Be alert to medications that could cause drowsiness as a side effect.
- If you must drive during the peak sleepiness periods, stay vigilant for signs of drowsiness, such as crossing over roadway lines or hitting a rumble strip, especially if you're driving alone.

Drinking coffee or energy drinks alone are not the answer. They might help you feel more alert, however, the effects last only a short time, and you might not be as alert as you think you are. If you drink coffee and are seriously sleep-deprived, you still may have "micro sleeps" or brief losses of consciousness that can last for four or five seconds. This means that at 55 miles per hour, you've traveled more than 100 yards down the road while asleep. That's plenty of time to cause a crash.

Aggressive Driving

Aggressive driving and road rage have become a national epidemic. Aggressive driving is a major factor in traffic accidents, playing a role not just in well-publicized incidents of road rage, but in a large number of fatal highway collisions each year. The National Highway Traffic Safety Administration defines aggressive driving as occurring when "an individual commits a combination of moving traffic offenses so as to endanger other persons or property". The following driver-related contributing factors were taken as indications that crashes may have involved aggressive driving:

- Following improperly
- Improper or erratic lane changing
- Illegal driving on road shoulder, in ditch, or on sidewalk or median
- Passing where prohibited
- Operating the vehicle in an erratic, reckless, careless, or negligent manner or suddenly changing speeds
- Failure to yield right of way
- Failure to obey traffic signs, traffic control devices, or traffic officers, failure to observe safety zone traffic laws
- Failure to observe warnings or instructions on vehicle displaying them
- Failure to signal
- Driving too fast for conditions or in excess of posted speed limit
- Racing
- Making an improper turn

Have you ever seen an aggressive driver or acted in an aggressive manner yourself? No matter the situation or how frustrated you may get, keep your emotions in check. They can make you take risks and make bad decisions that could get you and you passengers injured

or killed. Try to stay relaxed and remember not to take the actions of other drivers personally.

Plan your trip and leave early so you are not pressured to be in a hurry. Use a traffic app to check for congestion and other issues along your route. Don't provoke, challenge or respond to aggressive drivers. Avoid eye contact and move out of their way. If an aggressive driver challenges you, report the incident to the police.

Medications and Driving

It is critical to know how medication could make you feel and how it can impact your driving ability and routine. Many people receive a prescription and do not fully understand their medication. When your doctor writes you a prescription, it is very important to ask the six basic questions about the medication:

1. Why am I taking this medication?
2. How much should I take?
3. When should I take it?
4. How should I take it?
5. What should I do if I miss a dose?
6. What are the possible side effects?

You also need to know how the medication will affect your ability to drive. Receiving answers to these questions will help you gain a better understanding of how to read your prescription label(s). Please remember to verify your name and address on the prescription label. Also, verify the prescription number, medication name, instructions on how to take the medicine, and the name of the doctor who wrote the prescription. Most importantly, know how the medicine could make you feel and how it could affect your daily driving routine.

Some medication labels have warnings. These labels may note foods to avoid while taking the medication or the label may inform you to not take a specific medication in combination with other medications.

Medication Interactions

Did you know medication interactions can occur when you take two or more medications at one time or on the same day? It doesn't matter whether the medication is prescribed, over-the-counter, or herbal.

Interactions can increase or decrease the effectiveness of your medications. When medications interact with other chemicals found in the body, they can cause you to experience serious side effects not normally linked with either drug. These interactions may affect you in many ways, possibly altering the effects of other medications and could adversely affect pre-existing medical conditions. Therefore, it is important to inform your health care provider of any over-the-counter medications you may take.

In some cases, recommendations from your physician can manage your interactions. Because it may be harmful to a driver's ability to drive safely, it is important to be aware of possible interactions between medications.

Sharing Medications

Share a cab. Share your food. Share joy! But don't share medications. Sharing medications, even over-the-counter medications like aspirin, can be a prescription for disaster. Although it is common for family and friends to share medications, the medication prescribed for you may cause serious problems for others with bad side effects such as severe allergic reactions and unhealthy interactions with another prescription medication that is being taken. In fact, sharing one medication may decrease the effectiveness of another medication. The medication you share may work with other prescriptions to double the potency and cause a reaction similar to an overdose. Even herbal and dietary supplements can do this. In addition, sharing a controlled substance such as a narcotic may be illegal. So be safe, don't share.

Not all symptoms are alike! You may think the symptoms your friend is suffering are the same as yours, but he or she may have a very different medical problem. By sharing your medication, you may be delaying his or her trip to a doctor, and may even contribute to the worsening of a medical condition. Sharing medication with someone is like diagnosing and treating him or her. It is a dangerous practice!

Some medications, particularly those that have a narcotic component, may be habit-forming and may pose a severe risk to safe driving. Side effects such as drowsiness, dizziness, and confusion have a direct impact on the focus, concentration, and stamina needed for commercial driving. Although you may not have an adverse reaction to the medication, someone else may. Thus, sharing a medication with another driver who may have a different reaction to the medication can cause serious public safety concerns.

Fitness to Drive

Simply having a driver’s license does not ensure that a driver is fit to drive. While the State only requires a driver to pass a visual acuity test, any number of medical issues can cause a driver to be considered unfit for driving. The State can suspend driving privileges if a driver is determined to have a mental and physical capability which does not allow them to operate a vehicle safely. Such medical conditions can be either permanent or temporary.

Child care licensing regulations require drivers to have a “valid” driver’s license. Having an undisclosed medical condition that affects a person visually, physically, or cognitively in a manner that jeopardizes public safety questions the validity of that license.

Under guidelines from the National Highway Traffic Safety Administration, each State Department of Motor Vehicles is tasked with determining whether or not individuals are functionally able to drive safely. However, States do not do this as a standard process but only when it is brought to their attention. Then a determination must be made. In the case of child care businesses, there is a due diligent responsibility to verify that drivers can

operate a vehicle safely from both an operational standpoint and a medical fitness standpoint. The following chart lists the most common conditions that should require an evaluation.

PHYSICAL IMPAIRMENT	VISION	MEDICAL CONDITIONS	TEMPORARY CONDITIONS
Amputation	Visual Acuity Impairment	Dementia	ACL Injury/Surgery
Arthritis	Contrast Sensitivity Impairment	Diabetes	Disk Injury
Multiple Sclerosis	Visual Field Impairment	Sleep Apnea	Fracture
Parkinson's Disease	Color Vision Deficits	Seizures	Hip Replacement
Spinal Cord Injury	Visual Processing Impairment		Knee Replacement
Traumatic Brain Injury	Hemianopia		
Stroke	Macular Degeneration		
	Cataract		
	Glaucoma		
	Diabetic Retinopathy		

Drug and alcohol abuse are certainly issues that should also be considered as impairments to driving. Drug and alcohol testing programs are common tools that government and businesses use to address this issue.

Child care licensing regulations require that staff be physically able to perform their duties. Having an impairment that impacts that ability could be considered non-compliant, depending on the circumstances. Child care businesses should consult with a health care professional or occupational health clinic to best determine how to handle possible medical fitness issues.

Section 3: Vehicle Safety

15-Passenger Van Warning

15-passenger vans are not like smaller passenger vans and minivans and have a higher rate of rollover under certain conditions. Because of these increased risks, drivers need to pay greater attention to tire maintenance and road conditions. In addition, driver experience is essential to safely operating these vehicles. It is critical that both drivers follow some simple safety rules to minimize risks to themselves and their passengers. National Highway Traffic Safety Administration (NHTSA) data show a significant increase in rollover risk when the van is fully loaded with driver and passengers. NHTSA has taken steps to reduce this risk by requiring electronic stability control (ESC) systems on all new 15-passenger vans. ESC systems assist drivers in maintaining control of their vehicles even during extreme steering maneuvers or on slippery roads. The presence of ESC may prevent rollovers from occurring, however, 15-passenger vans are often in use for many years, and models produced prior to 2004 likely do not have this crash prevention technology installed.

SAFETY RECOMMENDATIONS FOR 15-PASSENGER VAN USE

TIRE PRESSURE - Inspect the tires and check tire pressure before each use. A van's tires need to be properly inflated and the tread should not be worn down. Excessively worn or improperly inflated tires can lead to a loss of vehicle control and possibly a rollover. Pressure for front and back tires may be different, and pressure is likely higher than that required for car tires. A placard on the driver's side pillar or the owner's manual lists manufacturer recommended tire size and pressure.

SPARES - Avoid using old spares when replacing worn tires since all tires, even unused tires, weaken with age. Used 15-passenger vans may come with new looking spare tires that are many years old and could be dangerous.

DRIVER - 15-passenger van drivers need additional training since these vehicles handle differently than passenger cars, especially when fully loaded. 15-passenger vans should only be operated by trained, experienced drivers who operate these vehicles on a regular basis.

ATTENTION - Drivers should be well-rested and attentive to driving at all times. Cell phone use by the driver while the van is in motion should be prohibited. Drivers should also limit conversation with other passengers, and drive time should be limited to eight hours per 24-hour period.

SIZE - A 15-passenger van is substantially longer and wider than a car, and thus requires more space to maneuver. It also requires additional reliance on the side-view mirrors for changing lanes.

SPEED - Drive at a safe speed based on driving conditions. Driver should never exceed the posted speed limit. Always slow down if the roads are wet or icy because 15-passenger vans do not respond well to abrupt steering maneuvers and require additional braking time.

OCCUPANCY - Never allow more than 15 people to ride in a 15-passenger van. When the van is not full, passengers should sit in seats that are in front of the rear axle.

CARGO - Cargo should be placed forward of the rear axle and placing any loads on the roof should be avoided. Do not tow anything behind the van. See the vehicle owner's manual for maximum weight of passengers and cargo and avoid overloading the van.

SEAT BELTS - All occupants need to wear seat belts at all times. Inspect seat belts regularly and replace any missing, broken or damaged belts and/or buckles. An unrestrained 15-passenger van occupant involved in a single-vehicle crash is approximately three times as likely to be killed as a restrained occupant.

Driver Orientation

If drivers are unfamiliar with the size, shape and handling of larger vehicles, they will have accidents. Only trained, experienced drivers who operated these vehicles on a regular basis should be allowed to drive when transporting children. Vans and small buses are longer and wider than a car and require more space to maneuver. They also require additional reliance on the side-view mirrors for changing lanes and backing. These vehicles do not respond well to abrupt steering maneuvers and require additional braking time particularly on wet and icy roads.

The best way to train drivers how to safely operate passenger vans and small buses is to provide actual behind the wheel training from an experienced driver. Topics that should be addressed during driver training should include most, if not all, of the following topics:

- **Speed management**: Posted speed limits are safe for cars but not for large passenger vans and small buses. Always reduce your speed below the posted speed limit for all posted turns and poor road conditions. Never exceed 60 MPH.
- **Extreme driving conditions:** This includes ice/snow/rain/wind. Always check the weather forecast prior to any trip. If conditions are unsafe, be prepared to cancel the trip. If conditions are unfavorable leave early to avoid rushing.
- **Center of gravity & weight distribution**: Large vans and small buses have a high center of gravity due to their design and shape. This factor makes them susceptible to deadly roll-overs. The more large passenger vans are loaded, the higher the center of gravity becomes. Because of this high center of gravity it is important to disperse the load evenly and to avoid making any quick or sharp turns at high speeds.
- **Space management**: Always maintain a safe cushion of space around your vehicle at all times. Drive in the right lane whenever possible. In good weather conditions, keep 4 seconds behind other traffic and 6 seconds when the conditions are bad. This means it should take that many seconds before the rear of your van reaches a point passed by another car.

- **Turning radius**: Due to its length, a large passenger vehicle has a wider turning radius than an average vehicle. As a result, it takes much more room to turn a corner. It is recommended that all drivers practice turns so they can become more familiar with the dynamics of turning passenger vans.
- **Lane changes**: Changing lanes requires significantly more space and a greater reliance on the side mirrors due to the increased length and width of larger passenger vehicles. Also, the vehicle does not respond safely to abrupt steering maneuvers.
- **Parking**: Since larger vans and small buses are much longer than average vehicles, they will not fit in standard parking spaces. Also, due to the difficulty associated with backing these vehicles, parking spaces should enable the driver to pull forward when leaving the spot. When parking on a hill, the driver should turn the wheels so the vehicle will roll against the curb. The parking brake should always be set, the transmission gear should be in park, all accessories should be off, and all the windows should be closed.
- **Backing**: Large blind spots can make backing up very difficult in passenger vehicles. These blind spots are due to both size and design. Drivers should learn the importance of using a spotter, backing techniques, and handling the vehicle while backing. Also, drivers should understand the importance of proper vehicle positioning prior to backing and proper mirror adjustments.
- **Emergency maneuvers**: One of the biggest contributors to passenger van roll-overs is over steering during emergency situations. Due to inattention or fatigue, drivers who veer off the road or into another lane will quickly attempt to correct their driving back onto the road resulting in a roll-over. Drivers should be instructed in this situation to remain calm, reduce their speed, and gently ease the vehicle back into position.
- **Braking**: Large passenger vehicles require significantly longer braking times than normal cars. The more weight, the longer it takes to stop. The higher the speed, the longer it takes to stop. Abrupt or sudden breaking can cause the vehicle to lose control. Always allow ample time before stopping or slowing.
- **Skid control & recovery**: If the driver of a passenger vehicle finds themselves in a skid due to water or ice, it is important that they are trained to not break or turn the steering wheel, but instead to ease off the accelerator and to gently pump the breaks if they need to stop quicker.
- **Pre-trip checks**: Before embarking on a trip, it is important to make sure your vehicle is in the best possible condition to reduce the risks of some sort of mechanical issue.
- **Driver distractions**: No matter what type of vehicle is being driven, it is important for all drivers to be aware of distractions and do their part to avoid them
- **Blind spots**: The biggest blind spot for passenger vans and buses is directly behind the vehicle. Mirrors should be adjusted so that you can barely see the edge of the van. Mirrors should be scanned every 3-5 seconds. When changing lanes, always check for blind spots by leaning forward to change the angle of sight and then turning your head.
- **Lights on for safety**: It is recommended that passenger vehicles keep their lights on at all times to increase their visibility and make them more visible to other drivers.

Preventative Maintenance

The primary goal of a preventative maintenance (PM) is to prevent the failure of a vehicle before it actually occurs. The vehicle operator is the first line of defense against unexpected breakdowns and repairs.

Preventive maintenance consists of scheduled servicing, inspections, and vehicle repairs to prevent potential problems and maximize vehicle reliability. PM guides for vans and small buses are usually based on mileage and found in the vehicle owner's manual.

If preventive maintenance is not performed regularly, vehicle life span will be greatly reduced. Some vehicles, particularly older models, may be prone to excessive breakdowns requiring expensive repairs, causing a vehicle to be out of service when least expected and possibly when needed most. Vehicles may become unsafe due to lack of PM.

It is important that the driver communicate vehicle problems immediately to the owner or management. This allows the vehicle operator to participate in the PM program, helping prevent breakdowns. Preventive maintenance is as important as a driver safety program.

Vehicle maintenance and repairs can be performed in one of two methods:

- Proactive: scheduled preventive maintenance.
- Reactive: unscheduled breakdown maintenance.

A scheduled vehicle service consists of preventive maintenance, scheduled component repairs, and driver inspection. Unscheduled breakdown maintenance is most often due to lack of preventive maintenance. Reactive maintenance can be costly and should be minimized by a proactive preventive maintenance program. The object is to have the majority of vehicle maintenance and repairs scheduled rather than unscheduled.

. The following vehicle systems should be monitored by the driver:

- Vehicle safety items (e.g., tires, wipers, horn, brakes, steering, etc.).
- Vehicle drivability items (e.g., misfire, rough idle, etc.).
- Vehicle body (e.g., glass, body damage, cleanliness, etc.).
- Vehicle miscellaneous repair items (heater, seat belts, etc.).

The PM program depends on the driver for continued success. Should the vehicle operator fail to inspect the vehicle prior to, during, and after a trip, a potential problem may go unnoticed causing a breakdown or unsafe condition.

Section 4: Child Passenger Safety

Child Safety Seat Guide

Know the stages -Make sure children are properly buckled up in a car seat, booster seat, or seat belt, whichever is appropriate for their age, height and weight.

Birth up to Age 2: Rear-facing car seat - For the best possible protection, infants and children should be buckled in a rear-facing car seat, in the back seat, until age 2 or when they reach the upper weight or height limits of their particular seat. Check the seat's owner's manual and/or labels on the seat for weight and height limits.

Age 2 up to at least Age 5: Forward-facing car seat - When children outgrow their rear-facing seats they should be buckled in a forward-facing car seat, in the back seat, until at least age 5 or when they reach the upper weight or height limit of their particular seat. Check the seat's owner's manual and/or labels on the seat for weight and height limits.

Age 5 up until seat belts fit properly: Booster seat - Once children outgrow their forward-facing seat, (by reaching the upper height or weight limit of their seat), they should be buckled in a belt positioning booster seat until seat belts fit properly. Seat belts fit properly when the lap belt lays across the upper thighs (not the stomach) and the shoulder belt lays across the chest (not the neck). Remember to keep children properly buckled in the back seat for the best possible protection.

Once Seat Belts Fit Properly without a Booster Seat - Children no longer need to use a booster seat once seat belts fit them properly. Seat belts fit properly when the lap belt lays across the upper thighs (not the stomach) and the shoulder belt lies across the chest (not the neck). For the best possible protection keep children properly buckled in the back seat.

Install and Use Car & Booster Seats Properly - Install and use car seats and booster seats according to the seat's owner's manual or get help installing them from a certified Child Passenger Safety Technician. Find a Technician in your area by going to http://cert.safekids.org/

Don't Seat Children in Front of an Airbag - Buckle all children aged 12 and under in the back seat. Airbags can kill young children riding in the front seat. Never place a rear-facing car seat in front of an air bag.

Seat Children in the Middle of the Back Seat - Buckle children in the middle of the back seat when possible, because it is the safest spot in the vehicle.[14]
Use Proper Restraints Every Trip - Buckle children in car seats, booster seats, or seat belts on every trip, no matter how short.

Parents and Caregivers: Always Wear a Seat Belt - Set a good example by always using a seat belt themselves.

<u>Recommendations for Appropriate Seat Belt Use</u>
Children who are transported in vehicles using a lap belt only in some seating positions are at a higher risk of sustaining serious injury in the event of a motor vehicle collision (MVC). These injuries are referred to as "Seat Belt Syndrome" which is a contusion of the anterior abdominal wall caused by a lap belt (two point restraint) and may result in spine fractures, trauma to the bowel, vessels, spleen and liver. The most common cause of pediatric spinal cord injury is motor vehicle collisions. Research findings conclude that the risk of significant abdominal injury from of using a lap belt only is four time greater. The use of a lap belt only is not a recommended restraint method for children. In a MVC, the two point restraints may cause spine hyper-flexing at the site of the lap belt resulting in spine injury and abdominal injury from the compression of organs between the lap belt vertebral column.

Lap and shoulder belts are designed to contact the body at the strongest parts of its structure which are the hips and shoulder. Lap and should belts spread the force across the larger area of the body, putting less stress on any one part. It is important to remember that

the shoulder belt helps keep the head and upper body away from the hard interior surface of a vehicle. Correct fit of any restraint is critical for the restraint to be effective.

Children should be in the appropriate child safety restraint for their size, weight, and age. When they fit properly in the vehicle's seat belt, they should be buckled in a lap and shoulder belt. Keep in mind that fitting properly in one type of vehicle may not indicate they can fit properly in another type of vehicle. Proper position of the lap and shoulder belt can only be determined by observing the child restrained in the vehicle ensuring the lap belt lays across the upper thighs and the shoulder belt fits across the chest (usually at age 8 or when they are 4'9" tall). Having the proper fit of the lap and shoulder belts will vary by make and model of vehicle. The lap and shoulder belts in a small car or SUV will fit differently than the lap and should belts in a large passenger van. In some situations a child who fits in the safety belts of a small passenger vehicle may require a seat belt positioning booster in a 15-passenger van. To ensure that children are safely restrained, child care staff must have the appropriate knowledge and training in child passenger safety.

Children most likely to be in danger of seat belt syndrome are typically in the booster and post-booster ages (4 to 12 years). Older model vehicle with lap belt only seating positions should avoid using these positions for any child unless they use the position to secure a child safety seat with a 5-point harness suitable for the weight (typical up to 40 pounds) and height. Booster seats should always be used with a lap and shoulder belt. Boosters are not restraint systems but positioning devices that depend on the vehicles lap and shoulder belt to hold the child in place.

Remember – It is not recommended to place children in a lap belt only.

Vehicular Heatstroke Deaths

Heatstroke deaths in motor vehicles have claimed the lives of 661 children during the past 17 years (1998-2015). Over half (356) of these were accidentally forgotten by a parent or caregiver. In Arkansas, 16 children have died of vehicular heatstroke since 1998. These deaths are preventable.

It is important to understand what actually happens inside a vehicle that is exposed to the sun. The sun's shortwave radiation passes through the windows of a vehicle and warms the objects inside (dashboard, steering wheel, child seat, etc.). Heat from these objects can reach 180 to 200 degrees, which warms the air inside. For example -- on an 80 degree day, a vehicle's inside temperature can exceed 120 degrees in an hour or less. Imagine how fast that heat will rise on a hot summer day in Arkansas. Children have died from heatstroke in cars on days with outside temperature as low as 60 degrees.

What happens when a child is left in this hot environment? Heatstroke (hyperthermia) will occur. Medically speaking, heatstroke is when a person's temperature exceeds 104 degrees and their thermoregulatory mechanism is overwhelmed. When a person's body temperature of 107 degrees or greater is reached, cells are damaged and internal organs

begin to shut down. Children's thermoregulatory system are not as efficient as an adult's and their body temperatures warm at a rate 3 to 5 times faster than adults'.

The most dangerous mistake a child care employee can make is to think leaving a child alone in a vehicle could never happen to them. It can happen to anyone! And when it does, everyone responsible for that child's safety is at fault. Child care regulations direct the use of rosters, child passenger alarms, unloading procedures, and training to help prevent leaving a child behind on a vehicle. In all cases, it is human failure stemming from taking short cuts, not following policy, and lack of attention and management oversight. Most tragedies occur during busy times, periods of crisis, holidays, understaffing situations and changes in routine.

Preventing these tragedies is a combination of developing sound operational practices and ongoing education. As a driver, you most certainly will be involved in accountability for children being transitioned from the vehicle to the classroom. The use of child safety alarms, proper utilization of trip rosters, and following established operational procedures all work together to avoid leaving a child onboard a vehicle.

Properly installed and utilized safety alarms, along with detailed, concise rosters used for each trip, are critical tools. But the most critical factors in this process are education and training. Some people want to take shortcuts or get distracted and at times it's being "lazy". The process of unloading children from a vehicle requires a certain level of redundancy, and this is a good thing. However, redundancy can bore people and they become lax in their tasks. Ongoing training is necessary to reinforce that the correct process is followed. For those smaller vehicles not required to have safety alarms, procedures need to stress safety checks by more than one person.

Medical Emergencies

Child care operations must assure that anyone transporting children can obtain emergency care promptly if emergency medical situations should happen. The driver has a significant responsibility to decide if the emergency requires a call to "911" for an EMS response to their location, or if the driver can safely transport the child to the nearest emergency medical facility.

A driver transporting children should keep in the vehicle information on the quickest route to the nearest emergency medical facility from any point on the route. Some hospitals do not have emergency rooms. A driver must be knowledgeable of this fact and know where the nearest emergency facility is located. Maps or GPSs are required in case a driver needs to find an alternate way to emergency services when roads are closed. Always have a cell phone or other communication device on hand.

Safety Equipment and Emergency Procedures

In child care transportation, every driver and aide must understand and acknowledge that a disaster might strike. **The safety of the children is to be given first priority**! Whether it is a vehicle accident, breakdown or some incident with a child, planning for an emergency and

knowing what to do if and when it happens will help prevent panic and confusion. Knowledge and planning could help save a life or many lives someday.

Safety Equipment - Having the proper on-board safety equipment is critical to creating a safe environment for vehicles transporting children. Ensuring a driver is capable of responding to an emergency starts with proper on-board safety equipment. The following are basic on-board safety equipment:

Emergency Triangles - Typically there are three reflective triangles in a set. In the case of breakdown, accident or other emergency, the driver will place the triangles on the traffic side of the vehicle within 10 feet from the rear corner to mark the vehicle location. Also put them about 100 feet behind and ahead of the vehicle, on the shoulder or in the lane you are stopped in. If the line of sight is obstructed due to a hill or curve, move the rearmost triangle to a point giving adequate warning. If you are on a one-way or divided highway, place warning triangles 10 feet, 100 feet, and 200 feet toward the approaching traffic.

Fire Extinguisher – Every vehicle transporting children should be equipped with a fire extinguisher of a type approved by Underwriter Laboratory (UL) and mounted in the manufacturer's bracket (automotive type) and located in the driver's compartment in full view. A driver should be trained on the use of the specific model of extinguisher in their vehicle. The extinguisher should have a pressure gauge that can be easily read without removing it. The fire extinguisher is to help you safely evacuate students from a burning vehicle. It does not have the capacity to extinguish a major vehicle fire. Remember, with an engine fire, never open the hood.

First Aid Kit – A first aid kit should be either mounted securely in full view or the location plainly indicated by appropriate markings, in the driver compartment. The kits should be mounted in such a way that they can be removed, if necessary. The kit should be sealed to verify the integrity of the contents without opening the kit and should allow easy access to the contents.

Body Fluid Cleanup (Bio-Hazard) Kits – Body fluids should be treated as if they contain infectious agents. The term "body fluid" includes blood, urine, vomit, feces, drainage from scrapes and cuts, saliva and respiratory secretions. Contact with body fluids presents a risk of infection from a variety of pathogens (microorganisms). Generally the risk is very low and dependent on a variety of factors. Body fluids must be contained or removed immediately. There are a variety of kits commercially available or you can find information for building your own. Typically vehicle kits contain disposable gloves, absorbent materials, disinfectant, wipes and a disposable bag with closure mechanism. Training is essential on how to use the specific items in a kit.

Seatbelt Web Cutter - This device can be readily found on the internet along with instructions for mounting and use.

Flashlight and Reflective Vest – For most child care operations, transporting at night is not a normal transportation activity. However, during winter months, early morning and late afternoon can be in semi-dark conditions or during inclement weather situations. Having a flashlight and reflective vest during an emergency situation are extra safety measures.

Breakdowns - Despite preventative maintenance, there can be breakdowns. In the case of mechanical failure, follow these procedures:

1. Stop the vehicle as far to the right of the road as possible or on the shoulder if conditions permit.
2. Activate your hazard lamps (flashers).
3. Keep the children in the vehicle unless conditions are unsafe.
4. If unsafe, evacuate the children to a safe place away from the traffic. Conditions such as possibility of fire, stalled on railroad tracks or other dangers may warrant evacuation.
5. Follow your center's procedures on notifications giving your location, type of breakdown and if you have to evacuate the vehicle. If you are in a situation that requires fire, police or EMS, call "911" first before notifying others.
6. Place emergency triangles as specified previously.

Involved In An Accident - When a motor vehicle accident happens, each child care operation should have procedures to follow. All insurance companies have procedures they desire that you know and comply with and will gladly provide that information. They will ask that you keep the "accident kit" in the vehicle and the driver be familiar with its contents. If you do not have such information, the following are recommendations:

1. Stop and secure the vehicle immediately.
2. Activate hazard lights (flashers).
3. Remain at the scene of the accident (there is a severe penalty for any person convicted of leaving the scene of the accident).
4. Make certain all children and aides are safe. If it is determined that it is unsafe to keep passengers inside the vehicle, evacuate the passengers to a safe place, away from traffic.
5. Notify the proper law enforcement authority and child care facility administrator immediately. If necessary, request emergency medical assistance.
6. Check for injuries; render any person injured in the accident reasonable assistance. *Remember: Never do more than you are trained to do.*
7. Remain alert regarding fire or the possibility of fire in any of the vehicles involved in the crash.
8. Check for ruptured fuel tank and fuel lines.
9. Check for electrical fire.
10. Check for hot tires that may catch fire. This is caused by metal rubbing against a tire from impact to the final resting place.
11. Mark the scene with emergency reflective triangles as specified earlier.
12. Information such as names, license numbers, registration numbers, location, time, road and weather conditions, insurance information, and witnesses, should be obtained and accurately written down.

13. If possible, another staff member should be called to the scene for rendering assistance and taking pictures.
14. Do not move the vehicle unless instructed by a law enforcement officer or fire department.
15. Never admit fault, but be cooperative with the investigating officer.
16. Provisions will need to be made for transporting children to their homes or to school.
17. Be prepared in case you are involved in an accident or are stopped by law enforcement by always carrying your Driver's License, the Vehicle Insurance and Registration.

Emergency Evacuations – In the majority of emergency situations, the child care vehicle is the safest place for the children unless extenuating circumstances warrant evacuations from the vehicle. A child care facility should have an evacuation plan and every driver and transportation aide should be involved in practice drills. If you think an emergency evacuation is necessary, it's important to carefully evaluate the situation and remain calm. How you evacuate will depend on the age of the children, if there are injuries to consider, which exit is the best to use, traffic and activities in the vicinity, and determining the safest waiting area. After exiting the vehicle, account for all the students. Remember to take the first aid kit and emergency information binder. If you have called "911" and can wait for fire and rescue personnel, allow them to handle the evacuation.

Accident Scene - When you come upon an accident, use caution and continue moving. Staring too long at an accident can lead to another accident, and puts the drivers behind you at risk:

- Remain alert and briefly size up the accident scene.
- Begin braking early to warn other drivers to slow down, but do not stop completely.

Emergency Vehicles - When an emergency vehicle is approaching you from behind or is approaching you from the opposing lane, get out of the way. Carefully move to the right side of the road and slow or stop your vehicle. Pull back into traffic only when it is safe to do so.

Resources for Child Transportation Safety Information

Arkansas Transit Association - www.arkansastransit.com

Child Care Aware – Central & Southwest - www.childcareawarecswa.org

AAP Healthy Children - www.healthychildren.org

Safe Kids Worldwide - www.safekids.org

National Highway Safety Administration - www.safercar.gov

AAA – safeseats4kids.aaa.com

Center for Disease Control - www.cdc.gov/motorvehiclesafety

Governor's Highway Safety Association - www.ghsa.org

Heatstroke Deaths of Children in Vehicles - www.noheatstroke.org

Car Seat Arkansas - www.carseatsar.org

Children's Hospital Injury Prevention Center - www.archildrens.org/live-healthy/injury-prevention-center/injury-prevention

Safety Belt Safe USA - www.carseat.org

CHILD TRANSPORTATION SAFETY TRAINING

FOR CHILD CARE Centers and Homes

ACKNOWLEDGEMENT OF TRAINING

I, _____, hereby certify that I have
(Print Name)
reviewed all of the information and recommendations contained in this training document and that I have also reviewed, and will follow, all applicable Child Care Licensing transportation regulations as listed in Section 1301 of the Minimum Licensing Requirements.

_____
Signature of Trainee

_____
Date of Completion

I attest that_____ has completed the required training.

_____
Signature of Owner or Director

_____
Date

Sample Child Care Transportation Pre-Trip Inspection Checklist

(This list is only an example and is not a licensing requirement)

Prior to driving EACH TIME, the driver should place their initial in the box next to each item below that is acceptable (vehicle can be driven without further inspection). For any items that requires attention (vehicle can be driven but should be inspected by a mechanic), put an "RA" in the box. Place and "X" in the box and promptly report any item that needs immediate attention and do not drive the vehicle until it has been inspected and released by a mechanic. Clearly describe any issue in the Notes Section at the bottom of the form.

Date of Inspection: _____ Time: _____ am/pm

Vehicle Year/Make: _____Vehicle License: _____

Driver Name:_____

Exterior	Inspected	Safety Equipment(cont)	Inspected
Fresh Body Damage		First Aid Kit	
Leaks Underneath Engine		Body Fluid (Bio-Hazard) Kit	
Fluid Levels		Backup Beeper	
Belts and Hoses		Child Passenger Alarm (Test)	
Battery and Cables		Interior	
Windshield and Wipers		Clean and Orderly	
Headlights/Front Turn Signals		No Loose Objects	
Rear Tail Lights/Rear Turn Signals		Lap & Shoulder Belt (each Passenger)	
Emergency Flashers		Required Child Passenger Seats	
Back Up lights		Lap & Should Belt for each Booster	
Mirrors		Fuel Level (Circle) E ¼ ½ ¾ F	
Tires		Oil Pressure Gauge	
Properly Inflated		Engine Service Lights	
All Lugs In Place & Secure		Temperature Gauge	
Adequate Tread		Windshield Wipers	
		Horn	
Safety Equipment		Test Brakes (and Parking Brake)	
Trip Roster		Steering	
Communications Device		Mirrors Adjusted	
Emergency Procedures Guide		Unusual Noises	
Triangles		Air Conditioning/Heating Systems	
Fire Extinguisher			
NOTES – Describe Problem Marked "RA" or "X" and Notify Supervisor			