

## Transportation Safety Self-Assessment

1. Who is responsible to escort children from the vehicle into your program when parents are doing the drop-off? \_\_\_\_\_
2. Who is responsible to escort children from the vehicle into your program when children arrive by bus or van? \_\_\_\_\_
3. Does someone from your program verify attendance before the bus or van leaves your premises? \_\_\_\_\_ If so, who does this? \_\_\_\_\_
4. Is attendance checked against a written list? \_\_\_\_\_
5. Does someone from your program inspect the bus or van before it leaves your premises? If so, who does this? \_\_\_\_\_
6. For center based programs, who is responsible to escort children to their proper classrooms? \_\_\_\_\_
7. Does each classroom teacher take attendance? \_\_\_\_\_ If so, at what time during the day? \_\_\_\_\_
8. Is attendance checked against a written list? \_\_\_\_\_
9. Does your program require parents to call in if a child will be late or absent? \_\_\_\_\_
10. Do all educators in your program know which children are expected to be late or absent each day? \_\_\_\_\_ How do they find out? \_\_\_\_\_

11. Who is responsible for contacting parents if a child does not arrive as expected?

\_\_\_\_\_

12. What do you do if you can't reach the child's parents?

\_\_\_\_\_

13. Do you ever take children on an outing in your car, on a van or on a bus? If yes:

a. Do you check attendance against a written list after children leave the vehicle at your destination? \_\_\_\_\_ If not, who does? \_\_\_\_\_

b. Do you check attendance against a written list during the outing? \_\_\_\_\_ If not, who does? \_\_\_\_\_

c. Do you check attendance against a written list after children are seated in the vehicle before you leave your destination? \_\_\_\_\_ If not, who does? \_\_\_\_\_

d. Do you check attendance against a written list after children are back inside your program? \_\_\_\_\_ If not, who does? \_\_\_\_\_

14. When you transport young children in your own vehicle, do you always put your purse / cell phone / personal belongings in the back seat? \_\_\_\_\_

15. If you transport children in a van or bus, do they have assigned seats every day? \_\_\_\_\_

16. If you transport children in a van or bus do you document each child's pick up and drop off time?

\_\_\_\_\_

17. Do you always check the back seat of your car before you lock and leave it? \_\_\_\_\_

18. Do you always check thoroughly under/behind every seat or hiding place before locking and leaving a van or bus? \_\_\_\_\_
19. Who is responsible for making sure all children who belong at your program are actually there?  
\_\_\_\_\_
20. What do you do if you notice someone is missing?  
\_\_\_\_\_
21. In one hour, how much will the temperature in a closed vehicle increase? \_\_\_\_\_
22. Can children die from overheating in a vehicle in Massachusetts? \_\_\_\_\_
23. Who can prevent this? \_\_\_\_\_

This is to certify that

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completed the one hour e-training  
on transportation safety:

*Look Before You Lock*

by viewing the presentation and completing the follow-up self-  
assessment.

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Signature

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date



MASSACHUSETTS  
**Department of  
Early Education and Care**

*For EEC professional development credit, keep a copy of this certificate and a completed transportation safety self-assessment in your file.*