

Transportation 1303 Transportation Safety Pre-Trip Inspection Checklist

Question	Yes	No	Documentation
1. Vehicle is equipped with a communication system, to call for assistance in case of an emergency			Cell phone/Two-way radio
2. Vehicle has a charged fire extinguisher properly mounted near the driver's seat and sign indicating its location <i>Please provide expiration date on tag _____</i>			Visual Observation
3. Vehicle had a first aid kit, and a sign indicating its location			Visual Observation
4. Vehicle has a seat belt cutter and a sign indicating its location			Visual Observation
5. Vehicle has current State of Illinois Safety sticker in the windshield and current plate sticker on rear license plate			Visually Observed
6. Vehicle has current Certification of Insurance and City vehicle sticker in the windshield			Visual Observation
7. Vehicle pre-trip was performed by the driver			Visual Observation
8. The driver has the required state endorsement and commercial driver's license to operate the vehicle			Visual Observation
9. Bus Safety and 1st aid training certificate is present on the bus			Visual Observation
10. Appropriate height and weight child restraints are installed on the bus			Visual Observation
11. Overall, bus is clean, i.e. steps, seats, windows, floors			Visual Observation
12. The bus has a sign in the side window identifying agency receiving service for the day			Visual Observation

Transportation 1303 Transportation Safety Field Trip Best Practices

Best Practice	Yes	No	Documentation
1. All children are strapped in harnesses by an adult			
2. All adults and children riding on bus have been trained in transportation safety			
3. Any baggage is properly stored and secured, aisles remain clear and emergency exits are unobstructed			
4. The number of occupants in the vehicle is within the maximum passenger capacity <i>Please indicate the maximum posted _____</i>			
5. Agency has a list of children, parents, staff and volunteers on the trip along with the emergency contact information			
6. A head count of children, staff, parents, and volunteers is taken before field trip			
7. All children are wearing proper name tags for identification purposes			
8. All children are assigned to a parent/teacher in small groups			
9. All adults are strapped in seat belts while bus is in motion			

Transportation 1303 Transportation Safety Post-Trip Checklist

1. Vehicle was equipped with reverse beepers			
2. A head count of children, staff, parents, and volunteers is taken before field trip			
3. Director reviewed document during post-trip wrap up			
4. Any accident was reported immediately to the bus company, first responders, and City of Chicago personnel			

Comments _____

Staff Completing Form _____ Title _____

Date _____

Site Directors Signature _____

Date _____



Department of Family
and Support Services



Children Services Division

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