

Id #: \_\_\_\_\_

## Public School Off-Site Records Verification

*This form can be used to verify transportation requirements and vehicles that are stored off-site from the public school program.*

### Transportation Requirements

Name of School:

Date Completed:

The following items are required when preschool aged children are transported on a public school bus.

- All vehicles are in good condition and free of hazards
- All vehicles have current registration and insurance
- All drivers have proper license for vehicle
- All drivers and any monitors have completed orientation on transporting preschool children
- All Division of Child Development and Early Education procedures are being followed if monitors are not present on the bus to maintain proper staff/child ratios when preschool aged children are in transit

*All records, including the ones listed above, must be made available for a representative from the Division of Child Development and Early Education to view when requested. All representatives from the Division of Child Development and Early Education are required to maintain confidentiality of all information contained in school records.*

The records for the vehicles used to transport preschool aged children are located at:

Address:

Person Responsible for  
Maintaining Vehicles:

Contact Phone Number:

Best Time to Reach:

Office Hours:

***By my signature below, I hereby verify that the requirements listed above are being met and records for all drivers and vehicles are current and can be made available for review by a representative of the Division of Child Development and Early Education.***

Date Verified \_\_\_\_\_

\_\_\_\_\_  
*Signature of Authorized Transportation Personnel*