

**CHILD CARE CENTER COMPLIANCE RECORD**  
**PART 4. TRANSPORTATION PROVISIONS**  
 Michigan Department of Licensing and Regulatory Affairs  
 Bureau of Community and Health Systems

|                   |
|-------------------|
| 1. License Number |
| 2. Date of Review |

3. Name of Center

**C = Compliance      V = Violation      NR = Not Reviewed**

| <b>C</b>   | <b>V</b>                 | <b>NR</b>                | <b>RULES</b>   |
|--|--------------------------|--------------------------|--|
| <b>R 400.8720 All motor vehicles</b>   |                          |                          |  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (1) All motor vehicles are in safe operating condition.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (2) All motor vehicles, except MFSABs and school buses inspected by MSP, are inspected annually by a licensed mechanic. A copy of the inspection is kept on file at the center.        |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (3) Centers that use MFSABs and school buses do all of the following:  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (a) Contact MSP to determine if an annual inspection by MSP is required by the Pupil Transportation Act.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (b) If directed by MSP, an annual inspection is conducted by MSP. A copy of the inspection is kept on file.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (4) A statement verifying that all motor vehicles, including volunteer vehicles, are in compliance with Michigan vehicle code safety equipment requirements, is kept on file.          |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (5) Passenger vans with a rated seating capacity of 11 or more are not used.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (6) MFSABs used for transporting children to and from school comply with all minimum safety specifications, except color, identification, and alternating flashing lights.             |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (7) Motor vehicle seats used by children, staff, and volunteers do not face sideways.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (8) Only the cab of a truck is used to transport children.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (9) There are no loose or heavy objects in the passenger compartment of any motor vehicle.   |
| <b>R 400.8730 Safety equipment in motor vehicles</b>                                     |                          |                          |  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (1) All motor vehicles carry the following safety equipment:   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (a) Three bi-directional emergency reflective triangles properly cased and securely stored in the vehicle.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (b) A first aid kit is securely stored in an accessible location in the driver compartment.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (2) Any motor vehicle with a seating capacity of more than 10 carry the following additional safety equipment:   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (a) Not less than 3 15-minute fuses (flares) or an approved battery operated substitute properly cased and securely stored in the driver's compartment.                                |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (b) Dry chemical fire extinguisher, not less than 2A-10BC, mounted in the driver compartment. The fire extinguisher is inspected, maintained and tagged.                               |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (3) Volunteer motor vehicles are exempt from subrule (1)(a) of this rule.  |
| <b>R 400.8740 Manufacturer's rated seating capacity; restraint devices; safety belts</b> |                          |                          |  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (1) Each child remains seated and properly restrained by a passenger restraint while the vehicle is in motion.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (2) Restraint devices are not required on school buses or MFSABs.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (3) Each restraint device is properly anchored and used according to the manufacturer's specifications. Two or more children are not allowed to share a seat belt or restraint device. |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (4) The driver and all adult passengers are seated according to the seating capacity and properly restrained when the vehicle is in motion.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (5) Safety belts and restraint devices are in good working condition.  |
| <b>R 400.8750 Motor vehicle operator</b>   |                          |                          |  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (1) Each driver:   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (a) Is at least 18 years of age.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (b) Has a valid operator or chauffeur's license with the appropriate endorsement.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (c) Has a personal driving record with no more than 6 active points.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (d) Has proof of valid automobile insurance and registration.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (e) Is familiar with the contents of the first aid kit.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (f) Is familiar with the operation of the fire extinguisher, if required.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (2) The following documents are on file in the center:   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (a) A copy of each driver's driving record, obtained from the Secretary of State at least once a year.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (b) A self-certifying statement that all volunteer drivers comply with subrule (1).  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (c) A copy of a valid driver's license.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (3) Drivers have a copy of the Child Information Card for each child being transported in their vehicles.  |
| <b>R 400.8760 Staff/volunteer-to-child ratio and supervision</b>                         |                          |                          |  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (1) The ratio of staff/volunteers-to-children:   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (a) Infants and toddlers, 1:4, excluding the driver.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | (b) Preschoolers under age 3, 1:8, excluding the driver.   |

| C                        | V                        | NR                       | RULES   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (c) 3 years of age, 1:10, including the driver.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (d) 4 years of age, 1:12, including the driver.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (e) School-age children, 1:18, including the driver. This does not apply when school-age children are transported to and from school on public school or public transportation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (f) An additional staff/volunteer is not required if only 1 child under 36 months of age is transported.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (2) Additional staff members or volunteers are:   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (a) At least 16 years of age.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (b) Seated with the children.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (c) Responsible for the supervision of the children.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (3) When children are entering or leaving the vehicle:  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (a) Children are received by a staff person, parent, or other person as designated by the parent.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (b) Children enter and leave the vehicle from the curbside unless it is in a protected area or driveway.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (4) Children are not left unattended in a vehicle.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (5) Children under school-age are carried or helped into and out of the vehicle.  |
|                          |                          |                          | <b>R 400.8770 Time limitation on child transit</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Transportation routes are planned so no child under school age is in the vehicle longer than 1 continuous hour.   |

Notes:

|  |
|--|
| <p><b>Instructions for use:</b></p> <ol style="list-style-type: none"> <li>1. Use to make notes and observations during the inspection.</li> <li>2. <b>Verbally discuss</b> cited rule violations with the licensee/designee at the exit conference.</li> <li>3. Discard once this information has been included in the appropriate report.</li> </ol> |
|--|

|  |
|--|
| LARA is an equal opportunity employer/program. |
|--|