**Driver Training Checklist – Child Care Centers**

**Use of form:** Use of this form is voluntary; however, completion of this form meets the requirements of DCF 202.08(9)(e), 250.08(4)(b), 251.08(4)(b), and 252.09(4)(b) of the Wisconsin Administrative Codes. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** Before a driver first transports children, and annually thereafter, the licensee/operator shall provide the driver with a training and that training shall be documented. Review each topic listed below and initial and date the spaces that correspond to each policy or procedure. Asterisked (\*) items are not required for certified child care centers under DCF 202.08(9)(e).

Place the completed form in the staff record for review by the licensing/certification representative.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name – Staff Person (Last, First, MI) | Position Title | | | Start Date (mm/dd/yyyy) | | |
| Name – Trainer | Position Title | | | | | |
| **Policy / Procedure** | | **Staff** | | | **Trainer** | |
| Initials | **Date** | | Initials | **Date** |
| The procedure for ensuring that all children are properly restrained in the appropriate child safety seat. | |  |  | |  |  |
| The procedure for loading, unloading, and tracking of children being transported. | |  |  | |  |  |
| The procedure for evacuating children from a vehicle in an emergency. | |  |  | |  |  |
| Behavior management techniques for use with children being transported. | |  |  | |  |  |
| A review of applicable statutes and rules affecting transportation of children. | |  |  | |  |  |
| \*A review of applicable center policies. | |  |  | |  |  |
| First aid procedures. | |  |  | |  |  |
| A review of child abuse and neglect laws and center reporting procedures. | |  |  | |  |  |
| Information on any special needs a child being transported may have and the plan for how those needs will be met. | |  |  | |  |  |
| A review of the use of the vehicle alarm, if applicable. | |  |  | |  |  |
| \*Any other job responsibilities as determined by the licensee. | |  |  | |  |  |

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