

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)
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Name – Trainer	Position Title
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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.				

Asterisked (*) items are not required topics for certified child care centers under DCF 202.08(9)(e).