BRILLIANT MINDS TRANSPORTATION PACKET

Youth & Family Services provides free transportation services to all children who attend the Brilliant Minds Early Intervention Center. We provide door to door transportation to children who live within the designated attendance area or beyond the approved walking distance of one mile. We select transportation routes that run on roads that are properly maintained and considered to be safe for school van travel. Please note that all YFSVA vehicles operate on a pre-set schedule. This helps to ensure that the system operates safely and efficiently, while working to deliver children to the Brilliant Minds Early Intervention Center on time.

The following packet includes:

- ❏ Transportation Permission Form
- ❏ Emergency Contact Form
- ❏ Transportation Policies & Procedures
- ❏ Frequently Asked Questions

TRANSPORTATION PERMISSION FORM

I am the caregiver/legal guardian of _____ (print child's name).

Subject to the conditions outlined in the transportation packet, I consent for my child to receive transportation services through Youth and Family Services of Virginia.
This authorization is effective commencing on _____, 20_____ and is effective for the entire time transportation services are provided.

_____ _____
Caregiver/Guardian Signature Date

I live within one mile of the Brilliant Minds Early Intervention Center and am therefore not eligible for transportation services.I understand that I am responsible for providing all transportation to and from the Brilliant Minds Early Intervention Center for my child. I also understand that repeated tardiness and/or absences will violate the YFSVA Attendance and Cancellation Policy and my child's eligibility for services will be affected.

_____ _____
Caregiver/Guardian Signature Date

I do not consent for my child to receive transportation services through Youth and Family Services of Virginia. I understand that I am responsible for providing all transportation to and from the Brilliant Minds Early Intervention Center for my child. I also understand that repeated tardiness and/or absences will violate the YFSVA Attendance and Cancellation Policy and my child's eligibility for services will be affected.

_____ _____
Caregiver/Guardian Signature Date

Transportation Emergency Contact Form

Caregiver/Guardian Contact Information:

Name:
Address:
Relationship to child:
Phone Number:

Name:
Address:
Relationship to child:
Phone Number:

Designated Pick-Up/Drop-off Address:

Address:

☐ *same as above*

Authorized Personnel for Client Pick Up List:
Name:
Relationship:
Phone Number:

Name:
Relationship:
Phone Number

Name:
Relationship:
Phone Number

Name:
Relationship:
Phone Number

TRANSPORTATION POLICIES & PROCEDURES

Your initials and signature below indicates that you have reviewed the following information with a member of the ASSET team and have had the opportunity to ask any questions you might have about the following transportation policies and procedures.

_____ (initials) **Transportation Department Responsibilities**

The ASSET Transportation team is responsible for providing safe and efficient transportation of all eligible children to and from the early intervention center each day. To accomplish this task, a team of dedicated routing, safety, and administrative specialists combined with a host of drivers and attendants work together to maintain a high level of service for all of our clients. Each child participating in transportation services will be given an estimated pick-up/drop-off time of when the van will arrive at your designated pick up/drop-off location. While we strive to arrive at your home at the "estimated pick up/drop-off time," we may experience delays due to weather, traffic, client delays, etc, therefore the ASSET team has a 10-minute window before and after the designated pick up/drop-off time to arrive at the designated pick up/drop-off location. The van driver will honk once upon arrival during the window to determine if the child is riding and wait 3 minutes. If caregivers do not bring out their child to the van within 3 minutes of their designated pick up or drop off time, the van will move onto the next pick up location. The ASSET team will not knock on the door. If your child misses the van, the driver cannot come back. The ASSET team will:

- Notify the Caregiver or guardian of the assigned route, vehicle assignment, designated pick up/drop-off location and approximate time of pickup and dropoff;
- Contact caregivers if the transportation vehicle is estimated to arrive more than 10 minutes late from their estimated pick up/drop off time to let them know the approximate time of arrival to their designated pick up/drop off location;
- Ensure the overall safe operation of all transportation vehicles;
- Display appropriate care and patience;
- Be prepared to provide appropriate medical intervention;
- Understand and maintain the privacy and confidentiality of the children they transport;
- Complete and submit an incident report to the transportation director for behavioral or safety events that occur in transportation vehicles;
- Assist children on and off the transportation vehicle;
- Identify the appropriate safety seat (car seat, star seat, etc.) for each child and will buckle and unbuckle each child daily;
- Help children exhibit safe van riding behavior by ensuring all students remain seated and follow van safety rules;

- Ensure the child is not displaying any illness symptoms. If the child has a temperature of 100.4 or greater, they are vomiting, display diarrhea more than once, has flat or slightly raised red spots or blisters in large numbers on their hands, foot, and/or mouth, and/or has red, watery, and/or crusty eyes (pink eye symptoms) they will not be able to ride transportation to the center.

_____ (initials) **Family Responsibilities**

- Assist the transportation team by submitting accurate and timely information;
- Inform the transportation director if your child is not attending the center by 7:30am the day of the session at the latest
- Walk your child to and from the transportation vehicle and wait for the attendee to put your child on the transportation vehicle
- Submit accurate emergency contact information. Incorrect or untimely information might affect the onset of transportation services;
- Inform the transportation team of any medical condition(s) that might affect the child's health or safety on the van;
- Assure that an authorized person, over the age of 18, will be at the van stop on time when your child is dropped off; unless otherwise specified from caregiver on the transportation emergency contact form.
- Make sure your child is fully clothed, toileted, and ready for transportation pick up five minutes before pickup time.
- Please notify your child's clinical team in the event your child misses the van.
- Label all of your child's belongings. The ASSET team is not responsible for any lost or broken items.
- Remove any toys, food, drinks, electronics, etc. from your child's hands and/or pockets to keep at home. If necessary, the attendee will remove the item(s) from your child and return them to the caregiver once the attendee has buckled your child into their seat
- To avoid the risk of injury, Caregivers and guardians are not permitted on YFSVA transportation vehicles

Emergency Information

YFSVA requires that the van driver have access to emergency and health information for each child. Each student must have accurate emergency contact and health information on file for transportation. This information must be updated any time changes are made in a telephone number or a home address.

_____ (initials) **Route Information**

YFSVA selects vehicle routes that run on roads that are properly maintained and considered to be safe for school van travel. All YFSVA vehicles operate on a pre-set schedule. This helps to ensure that the system operates safely and efficiently, while working to deliver children to the center on time. Because of the number of children, and to ensure effective scheduling, the overall transportation schedules can be adjusted if advised at least 24 hours before scheduled pick up/drop off time. In the event of an emergency, we will try to accommodate changes, but it is not guaranteed. Please contact the transportation director with any transportation changes. The ASSET team cannot accommodate emergency changes if it requires the child riding a different route.

In the event your permanent address changes, please contact the transportation director as soon as possible. You will be asked to update an emergency contact sheet and the transportation team will work to identify a new route for your child. The driver is only permitted to discharge children at the early intervention center or the designated pick up/ drop-off address.

Child Safety Information

All YFSVA vehicles are equipped with seat belts. If your child requires additional safety equipment (car seats, safety vests, etc.) please let the transportation team know at the time of intake. YFSVA will provide all necessary safety equipment and to avoid injury, YFSVA will buckle and unbuckle each child daily.

Inclement Weather Information

When the Richmond/Chesapeake area experiences inclement weather, the safety of our clients and staff is the number one priority. YFSVA closings will be made by the ASSET CEO, program director, center director, and transportation director by 6am at the latest in order to ensure the safety of clients and staff while providing timely notification to Caregivers.

- For weather related closing and delays, please contact the transportation director at Richmond center: 804-659-9197; Hampton Roads center: 804-814-5868

- Remember, center closings are for the safety of clients and staff throughout our attendance area. While the condition of your neighborhood streets may be fine, other areas of the district may be experiencing harsher weather.

_____ (initials) **Communication Protocol**

Please contact the Transportation Department directly at Richmond Center- 804-659-9197/ Hampton Roads Center- 804-814-5868 with any transportation related questions or concerns. Please include your name, contact information and a brief description of the concern when leaving a message for the transportation team.

- In the event your child is not coming to the center for any reason (illness, vacation, etc.) please let the Transportation Department know by 7:30am the day of the session at the latest.

_____ (initials) **Authorized Drop-Off and Safe Handoff Procedures**

1. Authorized Individuals

Prior to receiving transportation services, the client's legal guardian must complete an Authorized Transportation Drop-Off Form listing all individuals permitted to receive the client, including their full names and relationships to the client.

- Clients may only be released to individuals on the authorized list, consistent with applicable custody restrictions.
- If transportation staff do not recognize the individual, they must verify their identity using a valid government-issued photo ID.
- Changes to authorized individuals must be submitted in writing by the legal guardian and verified by the Clinical Director or designated supervisor.
- Transportation staff must have access to the current authorized list during transportation.

2. Safe Client Handoff

The transportation rider is responsible for verifying authorization and completing the client handoff. The driver is responsible for vehicle safety and supervision of remaining passengers.

Clients must never be left unattended or released to unauthorized individuals.

3. Caregiver Safety Concerns

If transportation staff observe potential safety concerns involving an individual receiving a client, including an odor of alcohol, slurred speech, unsteady movements, or confusion, they must immediately notify the client’s clinical supervisor, transportation director, or clinical director.

Staff must report objective observations without making assumptions about intoxication, disability, or medical conditions. Individual characteristics or an odor of alcohol alone do not establish impairment.

The Clinical supervisor, director, and/or transportation director will assess the reported concerns and determine whether the handoff can safely proceed. When safe and legally permissible, staff should pause the handoff pending supervisory guidance.

If an immediate threat to client safety exists, staff must contact 911.

4. Unsuccessful Drop-Off

If a safe and authorized handoff cannot be completed:

- Transportation staff must notify the Clinical supervisor, director or transportation director immediately.
- The client will be transported back to the ASSET center.
- The legal guardian will be notified and must arrange for themselves or another authorized individual to pick up the client from the center.
- The client will remain under staff supervision until an authorized individual completes pickup.
- ASSET will not attempt another drop-off that day.

Staff must not physically confront or restrain caregivers. Emergency situations will be handled in accordance with applicable safety and reporting procedures.

5. Documentation and Mandatory Reporting

All unsuccessful drop-offs and caregiver safety concerns must be documented objectively, including observations, supervisory notifications, actions taken, and the outcome.

Staff must comply with Virginia mandated reporting requirements. Suspected child abuse or neglect must be reported immediately to a Clinical Supervisor or Clinical Director.

6. Parent/Guardian Responsibilities

Legal guardians are responsible for maintaining an accurate authorized drop-off list, ensuring an authorized individual is available to receive their child, and arranging pickup from the center if transportation drop-off is unsuccessful.

Repeated unsuccessful drop-offs may result in a review or suspension of transportation services, consistent with applicable requirements.

7. Staff Training

All transportation staff will receive training on authorized drop-off procedures, identification verification, caregiver safety concerns, emergency response, and mandatory reporting requirements.

_____ (initials) **Corrective Action Protocols**

In order to ensure safe and efficient transportation services for our clients, caregivers must adhere to the policies listed above. Listed below are the corrective action procedures for failing to comply with transportation policies and procedures.

- Failure to comply with any of the policies listed above on the 1st occurrence, the caregivers will receive a written warning.
- Failure to comply with any of the policies listed above on the 2nd occurrence will result in your child being suspended from transportation services for 2 weeks
- Any continued failure to comply with the policies listed above, your child will lose access to transportation services.

_____ I understand and accept the Transportation policies and procedures.

_____ I do not accept the Transportation policies and procedures and decline transportation services for my child.

_____ _____
Caregiver/Guardian Signature Date

_____ _____
Staff Signature Date

Caregiver Copy

FREQUENTLY ASKED QUESTIONS

WHAT ITEMS CAN MY CHILD BRING ONTO THE VAN?

- If children cannot hold their belongings in their laps or fit them under the seat, then the belongings should be left at home or taken to school by another means.
- All children's personal items must be labeled, including backpacks, lunch bags, jackets, hats, etc.
- In order to assure cleanliness in vans, food or beverages will not be consumed during the route. All food and drinks entering the van will be put inside backpacks and given to your child upon arrival to the early intervention center.
- Toys and other objects that are too small (choking hazard) or too big (or loud) will not be allowed on the van that may cause a distraction to the driver.
- The ASSET team is not responsible for any lost or damaged items.

CAN I REQUEST SEAT PREFERENCE /CHANGES IN VAN FOR MY CHILD?

- There will be no accommodations made for seating changes/ arrangements.

IF I AM CONCERNED ABOUT ACTIONS OF THE VAN DRIVER OR RIDER, WHO SHOULD I CONTACT?

- Contact the Transportation Department directly at Richmond center- 804-659-9197; Hampton Roads center- 804-814-5868. Please include your name, contact information and a brief description of the concern when leaving a message for the transportation team.

WHO IS RESPONSIBLE FOR THE SAFETY OF MY CHILD'S PICK UP/ DROP OFF LOCATION EACH DAY ?

- Caregivers are fully responsible for the safety and behavior of their children until they get on the van and after they get off.

WHAT HAPPENS IF A CAREGIVER OR GUARDIAN DOES NOT MEET THE VAN ON TIME FOR THEIR CHILD'S DROP OFF?

- The child will remain on the van, the route will continue, and your child will be dropped back off to the Brilliant Minds Early Intervention Center after all other children have been dropped off. The transportation director will contact the caregivers to notify them that their child is returning to the center and must be picked up there. Caregivers may specify an authorized adult to pick up their child from our Early Intervention Center when the van returns with the child after the route is complete, if necessary. CPS may be called if the caregiver/guardian has not contacted the ASSET staff by 5pm.

WHAT HAPPENS IF THE TRANSPORTATION ROUTE IS LATE?

- If the transportation vehicle is estimated to arrive more than 10 minutes late from pick up/drop off time, the rider will call the caregivers to let them know the approximate time of arrival to their designated pick up/drop off location.
- Caregivers will not receive calls when the driver is operating on time.

WHAT IF MY CHILD IS ILL?:

- If a client has cold-like symptoms (persistent runny nose, persistent cough), they will ride to the center and the Clinical team will determine if the child is well enough to participate meaningfully in their ABA program or be sent home.
- If a client has flu-like symptoms, a temperature of 100.4 or greater, they are vomiting, or display diarrhea more than once, they will not be able to ride transportation to the center.
- If a client has flat or slightly raised red spots or blisters in large numbers on their hands, foot, and/or mouth, they will not be able to ride transportation to the center.
- If a client has red, watery, and/or crusty eyes (pink eye symptoms), they will not be able to ride transportation to the center.
- If a caregiver is unsure if their child should attend the center, they are encouraged to contact their clinical supervisor, prior to boarding in the morning.
- If a client displays frequent cold-like symptoms, they must have a doctor's note explaining their symptoms are not contagious and the client is okay to be around others to be able to ride the van to the Early Intervention Center.

WHAT IF THERE'S A CRIME SCENE NEAR MY RESIDENCE?

- If there's an active crime scene in the neighborhood/apartment complex, the transportation director or clinical supervisor will contact the family/caregiver to meet transportation at an alternative pick up/drop-off location near by your residence.
- The alternative pick up/drop off location will be utilized for 24 hours after the incident
- If necessary, continuing the alternative drop off location will be discussed with the parent, director, and transportation supervisor to determine when the home drop off is safe.