



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

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COMMISSIONER

**MEMORANDUM**

**TO:** All Child Care Agencies Providing Transportation

**CC:** Child Care Licensing Staff and Partners

**FROM:** Lois Barrett Luke, Director of Licensing

**DATE:** May 27, 2011

**SUBJECT:** **SUMMER TRANSPORTATION HAZARD ALERT**

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Please remember that terrible accidents sometimes happen in good programs. Each year, we learn of the deaths of young children from across our country, due to their accidentally being left behind in a child care bus or a parent's car. Often, these tragedies occur when there are one or more changes in typical routines or typical staffing. The chances of overlooking a small, sleeping child are increased whenever there has been a change in the usual routine or the usual driver or monitor. The Child Care Licensing Rules are designed so that, if followed, they help child care programs ensure children's safety even when there are changes to routines or staffing.

Your Licensing Program Evaluator checks transportation at every visit, and we will be conducting extra visits over the hot summer months to specifically check transportation. We will be looking at more than whether the transportation logs have been properly completed – we will also be looking at your agency's policies, procedures, and the written plan you are using to supervise your staff and to ensure that they are properly following the rules. Any violation of a transportation regulation is a major violation that can subject your agency to major civil penalties, and even the suspension, denial or revocation of your license.

Help prevent any tragedies this year by ensuring that all of your staff members understand what is at stake and how their diligence in this area can save a life. If you need any assistance with transportation training or have questions about any of the transportation rules, please contact your Licensing Program Evaluator or Field Supervisor.

We have also enclosed a few "Car Safety" bookmarks for your use. The bookmarks include a reminder about the dangers of summer transportation. Please use the bookmarks with your transportation staff or pass them on to the families of children in your program.