



REACH and Evolution Programs

**64 Holden Street
Shrewsbury, MA 01545
Phone: 508-841-1562**

2017-2018

Program Transportation Safety & Policy

As a school placement, AVC programs do not provide home-school transportation. Each student's sending school district is responsible to provide door-to-door transportation between home and school. Once at school, AVC program staff will transport students to and from off-site events including job sites, work-study, field trips, community-based education, etc.... AVC 7-D school pupil transport licensed staff will transport students in AVC 7-D vehicles only, which are 7D equipped, registered, and inspected as per M.G.L. c. 90, Sec 7D. When 7-D licensed staff/vehicles are unavailable, AVC will contract with and accompany a special education transportation vendor to provide the transportation to and from these activities.

1. School vehicles are owned or leased by Assabet Valley Collaborative. The program administrator or designee is responsible for the safety inspections and routine maintenance of the vehicle(s). All school motor vehicles are insured and inspected as required by the Commonwealth of Massachusetts.
2. All AVC staff members who transport students must have a valid 7-D School Pupil Transport driver's license. When hired, staff members receive training and a report from the Registry of Motor Vehicles is requested.
3. No more than 8 students will be transported at a time, regardless of seating capacity.
4. Students under the age of thirteen are not allowed to sit in the front seat of any vehicle.
5. In the event of a motor vehicle accident occurring during the use of a school vehicle, parents, school districts, related human services agencies and the Department of Elementary and Secondary Education will be notified immediately.
6. Parents/guardians are given a copy of the AVC transportation policy and provide authorization for AVC to transport their student(s) during the school day.

Vehicle Safety and Rules

The following vehicle rules apply to both staff and students to ensure safety and maintenance of clean, reliable transportation to and from activities:

1. Seatbelts must be worn whenever the students are in the vehicle.
2. The number of passengers cannot exceed the number of seatbelts.

3. Vehicle must be locked when not in us
4. Students under the age of thirteen are not allowed to sit in the front seat of any vehicle
5. No smoking is allowed in vehicles
6. No eating or drinking is allowed in vehicles.
7. Students are not to be left in a vehicle unattended.
8. At least one AVC staff member will carry a cell phone during the transport and off-site activity.
9. Ratio of students to staff will be consistent with that of programmatic ratio.
10. Student health and behavioral plans will be implemented during transportation to and from school activities.
11. If an emergency occurs while in transport to or from school activities, staff will locate a safe location to park the vehicle and will seek respond to the emergency according to emergency response protocol (including calling for emergency personnel (911)).
12. Each vehicle will be equipped with:
 - Emergency phone numbers
 - Updated Student information sheets
 - First Aid kit
 - Fire Extinguishers
 - 3 flares
 - Chock Blocks

Student Name

Signature

Date