

## **VAN RULES**

- **Driver opens the windows only**
- **Driver ensures all children have exited the vehicle by walking to the exit after children have entered the center.**
- **Driver must record the time the child exits and enters the vehicle**
- **Driver must use the face to name method when exiting the vehicle**
- **Children are not allowed to take anything out of their backpacks**
- **Children are not allowed to eat in the vehicle**
- **Driver must report when gas is needed**
- **Driver must understand it is their responsibility that the vehicle stays clean always**
- **Drivers must report any concerns, safety, and maintenance on the vehicle**
- **Driver must inform office if the first aid kit needs to be stocked**
- **Children must seat belt up immediately**
- **Children are to walk behind the teacher when exiting the vehicle**
- **Driver is never to leave children unattended on the vehicle**
- **Cell phones are prohibited when driving**
- **Emergency information and transportation forms on each child must be present at all times**