

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Transporting Children
<b>Section</b>	Customer Service
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Clarify requirements for children riding on Agency vehicles.

**Procedure**

Require that children age 12 and under be accompanied by an adult while on Agency vehicles. Ensure that children use properly installed child safety seats as required by Alabama law. Passengers are responsible for bringing an approved safety seat for each child. Children who are 13 to 18 years old may ride transit vehicles without an adult.

Parents must accompany children being transported to a childcare facility. Only one child fare will be charged to a parent who is transporting multiple children to a childcare facility.

The Dispatcher must be notified when reservations are made if passengers are under the age of 18. This information must be recorded on the Driver's daily manifest.

**Responsibilities**

The Dispatcher is responsible for notifying Drivers when children will be riding on the vehicles. The Driver is responsible for enforcing adult accompaniment for children age 12 and under and the use of child safety seats.