

VEHICLE/BUS TRANSPORTATION PROCEDURE

Transportation of children is sometimes provided as part of our education and care service. Our Service has a licensed vehicle to transport children to and from our premises. We provide regular transportation for children between our service/venue/residence and other locations as well as provide transportation for educational excursions.

Working in conjunction with the Safe Transportation Policy, this procedure provides detailed steps for ensure a high level of supervision and safety for all children when transporting children in a vehicle or bus.

Education and Care Services National Law or Regulations (R.85, 98, 99, 100, 101, 102A, 102B, 102C, 102D, 123, 136, 158, 161, 168(2)(g), 170) NQS QA 2: Element 2.1.2 Health practices and procedures
Related Policy: Safe Transportation Policy

| STEP 1: PRE-TRIP WRITTEN AUTHORISATION AND VEHICLE CHECK | | |
|--|---|--|
| 1 | Parents will be provided with a copy of the Service's <i>Safe Transportation Policy</i> | |
| 2 | <p>A risk assessment and management plan will be completed by educators/Nominated Supervisor for regular transportation and 'one-off' excursions before a child is transported. The risk assessment must consider:</p> <ul style="list-style-type: none"> the proposed route and duration of the transportation the proposed pick-up location and destination the means of transport the child restraint requirements that will be adhered to any water hazards the number of adults and children involved in the transportation the process of entering and exiting the service premises and the pick-up location or destination procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking | |
| 3 | Regular transportation risk assessments are to be reviewed at least annually or when circumstances for transportation change such as route or destination, identified risks/hazards (water hazards) | |
| 4 | Parents will be required to provide written authorisation for their child to be transported by the Service or transport arranged by the Service | |
| 5 | The Director/Nominated Supervisor will ensure information related to procedures and route taken will be included in the written authorisation (as per Regulation 102D) | |

| | | |
|----|--|--|
| 6 | <p>Management will ensure the number of educators needed whilst transporting children will be determined by the risk assessment and consider:</p> <ul style="list-style-type: none"> • the number, age and ability of children • each child's activity • visibility and accessibility of children • risks related to the mode of transportation (including when travelling by foot) • educator's experience, knowledge and skill • compliance with National Law and National Regulations | |
| 7 | Management will ensure the vehicle/bus is registered, regularly maintained and mechanically sound | |
| 8 | Management will ensure the number of passengers does not exceed the vehicle's legal limit | |
| 9 | Management will ensure there are sufficient seat belts or safety restraints are installed for all passengers in accordance with current Australian Safety Standards- (AS/NZS 1754) | |
| 10 | Management will ensure the vehicle/bus has current third-party comprehensive insurance | |
| 11 | The designated driver of the vehicle/bus will comply with all appropriate road, safety and transport guidelines | |
| 12 | The Director/Nominated Supervisor will ensure all adults must have a current Working with Children Check recorded in staff records | |
| 13 | The Director/Nominated Supervisor will ensure the designated driver of the vehicle/bus will hold the appropriate driver's license for the vehicle they are driving | |
| 14 | <p>The Director/Nominated Supervisor will ensure at least one staff member accompanying children during transportation holds:</p> <ul style="list-style-type: none"> • An approved first aid qualification • A current approved anaphylaxis management qualification • An approved emergency asthma management qualification | |
| 15 | The Director/Nominated Supervisor will ensure an easily recognised and suitably equipped first aid kit is easily accessible during transportation | |
| 16 | The designated driver of the vehicle/bus will ensure there is adequate fuel to undertake the journey | |
| 17 | <p>The designated driver of the vehicle/bus will be responsible for checking the safe condition and operation of</p> <ul style="list-style-type: none"> • Tyres, brakes, indicators, lights, windscreen wipers, doors and window <p>Any maintenance issues will be documented and reported to the nominated supervisor as soon as practicable. If any checks are of a safety concern, these must be repaired before transporting children.</p> | |
| 17 | The designated driver of the vehicle/bus will familiarise themselves with the route | |

| | | |
|----|---|--|
| 18 | The Director/Nominated Supervisor will ensure under no circumstances will the driver and educators/employees supervising the children be under the influence of alcohol or drugs. This is inclusive of medication that has a sedative effect. | |
| 19 | The Director/Nominated supervisor will ensure under no circumstances will the driver and educators/employees supervising children use handheld mobile phones unless safely parked | |
| 20 | Evoke is responsible for the children from the time the vehicle/bus arrives at the specified location for 'pick up' through to when the children are 'dropped off' and signed out by a parent or guardian. | |

STEP 2: PICKING UP CHILDREN

| | | |
|----|--|--|
| 1 | Parents will be informed that they must notify the Service if their child is going to be absent and will not require transport | |
| 2 | The designated driver of the vehicle/bus will ensure when picking up children, the vehicle will be parked in a safe location where children are not required to cross any roads. (If this is unavoidable a risk assessment and dedicated procedure for crossing the road will be completed.) | |
| 3 | The Director/ Nominated Supervisor and educators will ensure proper restraint systems will be used in accordance with current Australian Safety Standards | |
| 4 | Designated educators/staff will ensure the safe assembly of children as they arrive at the 'pick up' location and prepare to board the vehicle/bus | |
| 5 | Children's attendance will be checked by the supervising educator/staff before departure from the designated pick-up location and marked as present as they embark on the bus/vehicle | |
| 6 | Children will be continuously supervised during transportation by a designated educator/staff sitting at the rear of the bus, gaining clear vision of all children | |
| 8 | Educators will develop safety rules with the children, to ensure a clear understanding of appropriate and inappropriate behaviour | |
| 9 | Educators will ensure children remain seated and refrain from behaving in an unsafe or disruptive manner- see: <i>Behaviour Guidance Policy</i> | |
| 10 | The designated driver of the vehicle has the right, if required to stop in a safe place until the children conform to the safety guidelines. Parents will be notified if their child continues to be challenging and/or behaving in a dangerous manner | |
| 11 | The Director/ Nominated Supervisor will notify families if there is an incident or issue which may delay the regular schedule | |

| | | |
|----|---|--|
| 12 | <p>In the case of an emergency- motor vehicle accident, vehicle breakdown or other incident, educators transporting children will:</p> <ul style="list-style-type: none"> • check on all children and staff • provide first aid if required • call emergency services if required • implement all other procedures within the scope of the <i>Incident, Injury, Trauma and Illness Policy</i> • report the incident to the nominated supervisor/director • complete an incident report upon return to the Service. The nominated supervisor will notify the Regulatory Authority within 24 hours of a serious incident if required. | |
|----|---|--|

STEP 3: DROPPING OFF CHILDREN

| | | |
|---|---|--|
| 1 | Educators will ensure children remain seated until the vehicle/bus has completely stopped | |
| 2 | The designated driver will park the vehicle/bus as close as possible to the delivery location so children do not have to cross roads or walk through traffic, car parks or driveways | |
| 3 | <p>[delete statement below that does not apply to your context]</p> <p>A designated educator/staff will stand at the exiting door, asking the children to line up prior to disembarking the vehicle. As a minimum requirement, there will be an educator at the front of the children and one at the back, making sure there are no children (or belongings) left behind.</p> | |
| 4 | The designated educator/staff will ensure children disembark the vehicle in a safe manner using the safety exit door/ door closest to the kerb | |
| 5 | The children's attendance record will be checked by the supervising educator/staff as they assemble in a predetermined location using a head count. The date, time and name of the educator will be recorded. | |

STEP 4: POST TRIP VEHICLE CHECK

| | | |
|---|---|--|
| 1 | Once all children have exited the vehicle, the designated educator/staff will conduct a final sweep of the vehicle, checking on and under seats to ensure there are no children or belongings left behind | |
| 2 | An additional educator or staff member will confirm all children and belongings are off the vehicle/bus by initialling the Transport Attendance Record | |
| 3 | Together with supervising educator/staff, the children will be accompanied into the Service/residence/venue (or other destination) | |

| | | |
|---|---|--|
| 4 | Once inside (or on location) the educator will record children's attendance on the sign in record which will provide an additional check to confirm all are present. The date and time and name of educator will be recorded. | |
| 5 | The post trip vehicle check is also repeated on return journeys Under no circumstances will a child or children be left alone throughout all stages of transportation | |
| 6 | The vehicle/bus will be parked in a secure location. The designated educator/driver will ensure windows and doors are locked so no child can enter the vehicle unsupervised. Keys will be stored in a safe location inside the premise. | |