

# Safe Transportation Policy and Procedure

Quality Area 2

## Purpose

The service is committed to providing an environment that fosters the growth, independence and development of children while protecting their health, safety and wellbeing. This includes the implementation of policies and procedures around accepting and refusing authorisation from parents/guardians. The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place in relation to the safe transportation of children and take reasonable steps to ensure those policies and procedures are followed.

## Scope

This policy applies to children, families, staff, volunteers and visitors at the service.

## Background

Transportation of children is sometimes provided as part of our education and care service. Compliance with the Education and Care Services National Law and Regulations is mandatory to ensure the safety of children at all times and new provisions and amendments to these regulations are reflected in our procedures and policy for transportation and the safe handover of children. The Service acknowledges the duty of care obligations by adhering to relevant legislation providing adequate supervision of children at all times, maintaining correct educator to child ratios, maintaining accurate attendance records and providing appropriate child restraints for children under our care.

## Principles

The Service is committed to:

- Adhering to the Education and Care Services National Law and Regulations to ensure the safety and supervision of children during transportation.
- Conducting comprehensive risk assessments before transporting children to identify, manage, and minimise potential hazards and at least annually for regular transportation of children.
- Ensuring educator-to-child ratios are met, and adequate supervision is provided at all times during transportation.
- Implementing procedures for the safe embarking and disembarking of children, including thorough vehicle checks to ensure no child is left behind.
- Ensuring staff are trained in safe transportation practices, and all relevant information and updates are communicated effectively to ensure everyone understands their roles and responsibilities.

## Roles and responsibilities

The approved provider/nominated supervisor will ensure:

- all staff, volunteers and students follow the *Safe Transportation Policy* and procedure
- all staff and driver (s) are aware of and inducted in the *Safe Transportation Policy* and procedure and have completed practical training relating to safe transportation of children
- information related to the safe transportation of children is shared with all staff to assist management fulfill their roles responsibly
- a copy of any training undertaken by staff related to practical training of safe transportation is kept at the Service
- risk assessments are carried out prior to seeking authorisation for transporting children
- risk assessments for 'regular transportation' are evaluated regularly or whenever a change of circumstances warrants a new assessment- e.g.: route change of vehicle due to roadworks, additional pick-up points or new provider of transport, to ensure potential risks are identified and managed
- risk assessments for 'regular transportation' are reviewed at least annually
- roles and responsibilities are clearly communicated with educators
- a designated driver is nominated as the person who will be responsible for driving the vehicle

- a designated educator is nominated as the person who will be responsible for accounting for each child before, during and after transportation and ensuring relevant records are completed
- messages from families regarding attendance changes to pick up or drop offs are communicated to the designated educator/educators
- children are signed into the service attendance record upon collection, noting the time children enter the vehicle
- rehearsals for transportation of children are conducted throughout the year as 'best practice'
- details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment
- every reasonable precaution is taken to protect children from harm and hazards likely to cause injury
- effective and adequate supervision is provided
- compliance with first aid requirements of Regulation 136 is met in each vehicle at all times
- parents/guardians complete a written authorisation for regular transportation of their child and a copy of this is filed in the child's enrolment record/ attached to the enrolment form
- children are instructed on processes for entering and exiting the service premises and are aware of the pick-up and destination locations
- the *Transport Pick up/Drop off Checklist* is completed each time transportation is provided to children
- A *Transportation Attendance Record* is provided to the designated educator prior to leaving the service to record:
  - children's attendance on the vehicle
  - how children are accounted for as they embark and disembark on the vehicle
  - a final check of the vehicle, including the interior, to ensure no child is left on the vehicle
- children are signed into or out of the attendance record upon delivery or collection of child to the service in accordance with the *Delivery and Collection of Children Policy*
- the *Transportation Attendance Record* is completed to record how each child was accounted for as they embark or disembark from the vehicle during transportation
- once all children have exited the vehicle/bus, a final check is conducted, including the interior of the vehicle, to ensure no child is left on the vehicle
- a secondary educator conducts a final sweep of the vehicle, including the interior of the vehicle, to ensure there are no children or belongings left behind (best practice)
- the designated educator/Nominated Supervisor confirms the interior of the vehicle was checked and has signed the *Transportation Attendance Record*
- a second educator confirms the interior of the vehicle was checked and has signed the *Transportation Attendance Record* (best practice)
- under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- procedures for the safe handover of children between the Service and other educational site is documented correctly and communicated clearly with all stakeholders
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- children exit the vehicle using the 'safety door'
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to [state/territory] Road Rules and Road Transport Act
- children are never left unattended in the vehicle
- education on road safety for children is included in the Service's programming (for example Kids and Traffic, Vic Roads Primary School roads information)
- safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour
- staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service
- a working mobile phone or other similar means of communication to communicate with the service, parents/carers is provided in case of emergency
- a list of emergency contact numbers for the children and staff being transported is available
- every effort will be made to notify parents/carers of delays returning to the Service if applicable
- relevant criminal history requirements and Working with Children Checks are made for any person transporting children. WWCC is recorded in staff records
- the designated person driving the vehicle/bus holds a current Australian driver's licence
- the maximum number of children approved for a service as confirmed on the service approval is adhered to no matter where the children are located, including when they are being transported by the Service [S. 51(4A)]
- to explicitly communicate attendance register procedure with all stakeholders (school, parents, educators)
- effective and adequate supervision is provided when children are being transported. Consideration must include:
  - the number, age and ability of children

- visibility and accessibility
- physical positioning of educators
- risks related to the mode of transportation (including travel on foot)
- risks in the environment, location, route and while travelling
- the experience, knowledge and skill of each educator
- the capacity of an educator to immediately respond to a situation requiring urgent intervention
- an easily recognised and suitably equipped first aid kit is easily accessible during transportation
- educators carry medication, health plans and risk assessments for individual children
- at least one staff member accompanying children during transportation holds:
  - an approved first aid qualification and
  - a current approved anaphylaxis management training qualification and
  - an approved emergency asthma management training qualification.
- The designated educator/ designated driver/ educators will ensure:
  - they adhere to the *Safe Transportation Policy* and participate in practical training relating to the safe transportation of children
  - they are aware of their roles and responsibilities while providing transportation for children
  - a Risk Assessment has been completed in accordance with the requirements as outlined above
  - their driver's licence is current and the driver is in a fit and proper state to drive
  - if driving larger vehicles to transport children they hold the relevant licence for the vehicle classification
  - every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
- effective and adequate supervision is provided when transporting children
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- children are never left unattended in the vehicle
- they adhere to the road rules and regulations mandated by law within each state/territory
- children remain seated and do not behave in a dangerous or inappropriate manner
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to [state/territory] Road Rules and Road Transport Act
- the vehicle is parked in a secure and safe location for children to access
- the number of passengers does not exceed the legal requirement
- a working, fully charged mobile phone is taken in case of an emergency
- the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- a fully equipped first aid kit is easily accessible
- the *Missing Child During Regular Transportation Procedure* is followed in the event a child is deemed missing or unaccounted for
- medication, health plans and risk assessments for individual children are available during transportation
- educators and designated drivers wear a high visibility vest
- a list of emergency contact numbers for the children and staff being transported is available
- emergency contact information is available
- every effort will be made to notify parents/carers of delays returning to the Service if applicable
- messages from families regarding children's attendance changes to pick up or drop offs are communicated effectively and timely to educators travelling with children

### **Transportation attendance record keeping**

The designated driver and designated educator will ensure:

- the *Transport Pick up/Drop off Checklist* is completed each time transportation is provided to children
- the *Transportation Attendance Record* is completed to record:
  - each child is signed into the Transportation Attendance Record and Service attendance record upon collection, noting the time children enter the vehicle (for collection from school/home)
  - each child is signed out of the Transportation Attendance Record and service attendance Record noting the time children exit the vehicle (delivery of children to school/home)
  - each child is accounted for as the embark and disembark from the vehicle during transportation
  - that once all children have exited the vehicle/bus, a final sweep of the vehicle is conducted by the designated educator/ nominated supervisor, including the interior of the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind

- a secondary educator conducts a final sweep of the vehicle, including the interior of the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind
- a second educator will confirm the interior of the vehicle was checked and sign the *Transportation Attendance Record*

### **Safe maintenance of transportation vehicle**

The approved provider/management/nominated supervisor/ designated educator/ designated driver/educators will ensure:

- the transportation vehicle is fitted with the required seat belts and child restraints, approved by the Roads and Traffic Authorities (see Rule 266 of the Australian Road Rules)
- there are sufficient seat belts installed for all passengers in accordance with current Australian Safety Standards- (AS/NZS 1754)
- the vehicle has enough fuel to transport the children each day as in accordance with schedule
- the vehicle is registered, roadworthy and insured (general legal requirements and best practice standards are adhered to)
- any repairs are completed as soon as possible by a qualified mechanic
- checks of the vehicle should be recorded, signed by the relevant person and kept for inspection by the Regulatory Authority
- drivers hold a current Australian driver's licence, licenced to carry the required number of passengers for the vehicle
- in the event of any mechanical or other breakdown, children will be kept safe, comfortable and occupied with suitable activities
- every effort will be made to notify parents/carers of delays returning to the Service if applicable

### **Families will:**

- adhere to the Service's Delivery and Collection of Children and *Safe Transportation Policy*
- communicate any change in transportation requirements for their child with the service soon as they are aware (for example: no transport is required on a particular day as the child has returned home from school due to illness)
- notify the Service if their child is going to be absent on a particular day and not require transport
- ensure written authorisation for transportation of their child by the Service is granted by either the parent or authorised nominee named in the child's enrolment record
- provide emergency contact details and phone numbers upon enrolment and update emergency contact details and phone numbers regularly
- sign attendance record upon delivery or collection of child to the service in accordance with the *Delivery and Collection of Children Policy*.

## **Induction and ongoing training**

This policy will be accessible by service staff via the intranet and by families via the website. A hard copy of the policy will be available through the Service. Nominated supervisors are responsible for ensuring staff access to the policy and any supporting documents and undertake induction training prior to the policy being implemented. All service staff are responsible for understanding and complying with this policy and ongoing training will be provided using a range of learning platforms.

## **Monitoring, evaluation and review**

Monitoring of compliance with this policy and the related procedure will be overseen by the policy owner. The review process for this policy will begin eight (8) weeks prior to the scheduled review date and include a consultation period with families, educators, compliance team and any other relevant stakeholders and will be facilitated by the Policy Officer.

All service staff will receive communication about any changes in or review of the policy or procedure. Training will be provided where required to ensure an understanding of the changes. Families will be notified of any changes 14 days prior to the implementation. Breaches of this policy will be dealt with in line with the MACSEYE Code of Conduct.

# Related documents

Administration of First Aid Policy  
 Acceptance and Refusal of Authorisations Policy  
 Child Safety and Wellbeing Policy  
 Delivery and Collection of Children Policy  
 Emergency and Evacuation Policy  
 Enrolment Policy  
 Excursion and Incursion Policy  
 Incident, Injury, Trauma and Illness Policy  
 Medical Conditions and Administration of Medication Policy  
 Responsible Persons Policy  
 Transport Pick up/Drop off Checklist  
 Transportation Attendance Record

# Legislative requirements

<b>NATIONAL QUALITY STANDARDS (NQS)</b>	
Quality Area 2	Children's Health and Safety
<b>EDUCATION AND CARE SERVICES NATIONAL LAW ACT</b>	
Section 4	Definition regular transportation
Section 24 (ha)	Application for service approval—centre-based service. A description of any proposed regular transportation of children by or arranged by the education and care service
Section 51(4A)	The approved provider must ensure that the number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
Section 165	Failure to adequately supervise children
Section 167	Failure to take reasonable precautions to protect children from harm and hazards
<b>EDUCATION AND CARE SERVICES NATIONAL LAW REGULATIONS</b>	
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 89	First Aid Kits
Regulation 98	Telephone or other communication equipment
Regulation 99	Children leaving the education and care service premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct a risk assessment for excursion
Regulation 102	Authorisation for excursion
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios-centre-based services
Regulation 136	First aid qualifications
Regulation 151	Record of educators working directly with children
Regulation 158	Children's attendance record to be kept by approved provider
Regulation 161	Authorisations to be kept in enrolment record
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed

Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 175(2)(f)(g)	A notification must be made to the regulatory authority if regular transportation starts or ceases being provided or arranged by the service
Regulation 177(1)(o)(p)	Prescribed enrolment and other documents to be kept by the approved provider. a record of children embarking a means of transport at the education and care services premises as set out in regulation 102E(4)(c); a record of children disembarking a means of transport at the education and care service premises as set out in regulation 102F(4)(d)
Regulation 183	Storage of records and other documents

## Definitions

Term	Meaning
<b>Excursion</b>	an outing organised by an education and care service
<b>Regular outing</b>	means a walk, drive or trip to and from a destination <ul style="list-style-type: none"> <li>• that the service visits regularly as part of its educational program; and</li> <li>• where the circumstances relevant to the risk assessment are <i>substantially</i> the same on each outing</li> </ul>
<b>Regular transportation</b>	means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.
<b>Transportation</b>	Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applied in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school or a place of excursion.
<b>Transition</b>	In relation to the day-to-day process of moving between the service and a range of different education and care settings or from the education and care setting to a school setting.
<b>Written authorisation</b>	authorisation given by a parent or other person named in the child’s enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. The authorisation must state: <ol style="list-style-type: none"> <li>the child’s name; and</li> <li>the reason the child is to be transported; and</li> <li>if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and</li> <li>if the authorisation is not for a regular transportation, the date the child is to be transported; and</li> <li>a description of the proposed pick-up location and destination; and</li> <li>the means of transport; and</li> <li>the period of time during which the child is to be transported; and</li> <li>the anticipated number of children likely to be transported; and</li> <li>the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and</li> <li>any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and</li> <li>that a risk assessment has been prepared and is available at the education and care service; and</li> <li>that written policies and procedures for transporting children are available at the education and care service.</li> </ol>

# Policy information

Policy information			
<b>Policy title:</b>	QA2 Safe Transportation Policy	<b>Version:</b>	1.0
<b>Authorised Executive:</b>	Director, Quality, Safety and Compliance	<b>Responsible Manager:</b>	General Manager, OHS, Wellbeing and Child Safety
<b>Approving authority:</b>	Managing Director	<b>Approval date:</b>	6/9/2024
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Version control		
Version	Date	Changes
1.0	6/9/2024	Policy developed