



## **Transportation**

### **POLICY STATEMENT:**

Lake Mac Newy OOSH provides transportation to deliver and collect children to and from the service for excursions. When transporting, we take specific steps to ensure children's health, safety and wellbeing. Parent/Guardian authorisation (permission) must be sought on enrolment to transport children, and a risk assessment has been planned and is available at the service. We aim to ensure the safe transportation of each child and educator.

### **PROCEDURES:**

We are committed to ensuring the safe delivery and collection of children, and the following steps will ensure the health, safety and wellbeing of children when transporting.

Procedures are in place to ensure a Nominated Supervisor or staff member is present, and accounts for each child and records when children embark and disembark the vehicle at the service premises and the interior of the vehicle is thoroughly checked to ensure no child is left behind.

### **The Approved Provider Will Notify the Regulatory Authority:**

- That the Service will offer or arrange transportation as part of the service approval application.
- Within seven (7) days if there is a change to the regular transportation provided or arranged by the service, including if the regular transportation is no longer provided.

### **The Approved Provider/ Nominated Supervisor/ Responsible Person will ensure:**

- A copy of any training undertaken by staff related to practical training of safe transportation is kept at the Service.
- Roles and responsibilities are clearly communicated with educators.
- A designated driver is nominated as the person who will be responsible for driving the vehicle. 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.



- 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.
- A record of staff working directly with children (regulation 151) is kept.
- Compliance with the first aid requirements of Regulation 136 is always met.
- 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.
- Where possible, 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 *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.
  - date and time
  - name and signature of designated educator
- Children are signed into or out of the attendance record upon delivery or collection of the child to the service in accordance with the *Delivery of Children to and Collection from Education and Care Service Premises Policy*.



- The *Transportation Attendance Record* is completed to record how each child was accounted for as they embarked or disembarked from the vehicle during transportation.
- Once all children have exited the vehicle/bus, a final check is conducted, including the vehicle's interior, to ensure no child is left on the vehicle.
- The Designated educator/Nominated Supervisor confirms the vehicle's interior was checked and has signed the *Transportation Attendance Record*.
- Under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs.
- Children's attendance is checked against an accurate attendance record showing when children are within the care of the OSHC service (including when being transported).
- Children's attendance is checked by the supervising educator/staff before departure from the designated pick-up location and marked as present as they disembark from the vehicle.

**Educators will:**

- Maintain a transportation roll that lists the children being delivered or collected each day and the designated pick-up point.
- Be orientated to the risk assessment involved in transporting children, including how the children will be accounted for during the embarking and disembarking of the transport.
- Assist children with getting on and off the transport and assist with seatbelts (if applicable). Children are instructed on processes for entering and exiting the OSHC service premises and school (drop off) site; and are aware of pick up and destination locations.
- Ensure that children remain seated and face forward during transportation.
- Maintain the correct ratios and not include the driver in those ratios.
- Children are never left unattended in the vehicle .
- Children remain seated and do not behave in a dangerous or inappropriate manner.
- The vehicle is parked in a secure and safe location for children to access.
- The number of passengers does not exceed the legal requirement.



- Every effort will be made to notify parents/carers of delays in 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.
- Safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour.
- Any allegation of misconduct of the educator or staff member will be reported immediately as per the Reportable Conduct Scheme detailed in our *Child Protection Policy* and/or *Child Safe Environment Policy* and *Code of Conduct Policy*.
- Where possible, educators will use single seats and not sit directly next to children.

**Parents/Guardians will:**

- Adhere to the Service's Delivery of children to, and collection from Education and Care Service Premises *Policy* and *Safe Transportation Policy*.
- Inform their child's school teacher that their child is being transported by the service and inform them the days and collection point.
- Parents/Guardians must sign their child into care and advise the Educator of their arrival.
- Inform the service if their child is not attending after school care and does not require transportation.
- Maintain up-to-date contact details for both them and their authorised nominees.
- Provide emergency contact details and phone numbers upon enrolment and update emergency contact details and phone numbers regularly.
- Ensure authorisation for transportation of their child by the OSHC Service is granted by either the parent or authorised nominee (for transportation authorisation) named in the child's enrolment record.



**(a) Authorisations**

- Families' permission must be obtained before transporting children to or from excursions or school. The service will request authorisation as part of the risk assessment and enrolment process. By signing the risk assessment and enrolment form, the parent/guardian authorises their child to be transported to or from the service to their nominated school or excursion venues.
  
- Authorisation for transport must include:
  - ✓ Child's name
  - ✓ Reason for transportation
  - ✓ If the authorisation is for regular transportation, a description of when the child is to be transported.
  - ✓ If the authorisation is not for regular transportation, the date the child is to be transported.
  - ✓ A description of the proposed pick-up location and destination
  - ✓ The means of transport
  - ✓ The period of time during which the child is being transported.
  - ✓ The anticipated number of children likely to be transported.
  - ✓ The anticipated number of Educators and any other adults who will accompany and supervise children during the transportation.
  - ✓ Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the child is being transported.
  - ✓ That a risk assessment has been prepared and is available
  - ✓ That policies and procedures for transporting children are available.
  
- If the transportation is 'regular transportation', the authorisation is only required once in a 12-month period.



**(b) Risk Assessment**

- A Risk Assessment form must be prepared prior to transport children in accordance with R102D. A sample Excursion Assessment template can be downloaded from the ACECQA website.
- Once an initial risk assessment has been carried out for regular transportation, risk assessment authorisation is only required to be obtained at least once in a 12-month period, unless there is a change in circumstances to the mode of transport, route or destination, identified risks/hazards (water hazards).
- Regular outings mean a walk, drive or trip to and from a destination the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.
- Risk Assessment will include:
  - ✓ The proposed route and duration of transportation;
  - ✓ The proposed pick-up location and destination;
  - ✓ The mode of transport;
  - ✓ Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported;
  - ✓ Any water hazards.
  - ✓ The number of adults and children involved in the excursion;
  - ✓ The number of children being transported and how many educators or other responsible adults will be required to ensure appropriate supervision. This number will be determined by considering the risks posed by the transportation of children and whether any adults with specialised skills are required.
  - ✓ The process for entering and exiting the service and the pick-up location (as required)
  - ✓ Procedures for embarking and disembarking the transport, including how each child will be accounted for on embarking and disembarking.
  - ✓ The items that should be taken when transporting children include a first aid kit, mobile phone, and emergency contact numbers.
  - ✓ That all serviced owned buses and hired coaches will have seat belts for all children and educators travelling on the bus.



Transportation Attendance Record Keeping To and From OOSH For School (Reg: 177 (1))

The designated driver and designated educator will ensure:

- Authorised forms have been signed and completed by parent/guardian.
- 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 OOSH to school.
  - 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 OOSH.
  - each child is accounted for as they embark and disembark from the vehicle during transportation and any absent children not dropped off followed up at the service. Vehicle/bus to be checked for personal belongings.

**(c) Policies**

- Service policies such as *Safe Transportation*, Behaviour Guidance, Supervision of Children, Child Protection, Providing a Child Safe Environment, Risk Assessment, Incident, Injury, Illness and Trauma, Excursion and Water Safety will all be considered whilst transporting children and implemented where appropriate.

**(d) Supervision**

- Children will be supervised at all times.
- Children will be orientated to the risk elements and transportation procedures prior to commencing the service. This would include elements such as where the collection point is and how to embark and disembark the transport.
- Adequate numbers of educators to effectively supervise the children must be rostered on transportation. The numbers of educators must take into consideration the ages and developmental stage of the children being transported and be based on the risk assessment.



- Head counts and roll calls must be conducted regularly throughout the delivery and collection of children.
- An educator must inspect the mode of transport at the end of the journey to ensure no children or belongings are left on the transport.

**(e) Information and Equipment**

Information and equipment to be taken for the safe transportation of children will include:

- A list of all children and family contact phone numbers on the work mobile.
- A list of any special needs of children such as health conditions, additional needs etc.
- A list of emergency procedures and contact numbers including a list of each schools office contact numbers where applicable.
- A first aid kit.
- Any medication for children travelling.
- A fully charged mobile phone.
- Other information/equipment noted on the Risk Assessment.

**(f) Absent and missing Child**

- Families are required to notify educators as early as possible if children will be absent from the service. Educators will record the absences in an appropriate place where other educators will be aware of the information.
  - Families will be informed of their notifying responsibilities upon enrolment.
- *The Excursion Policy (Lost Child)* is followed in the event a child is deemed missing or unaccounted for.





**(g) Transport breakdown or accident**

- In the event that the mode of transport breaks down, the transport Educator must inform the Nominated Supervisor and they will:
  - ✓ Contact any remaining schools where children are waiting and advise the school that there will be a delay in picking up the children.
  - ✓ In the case of an excursion relevant management, other educators starting shifts and families will be notified of any delays or further instruction.
  
  - ✓ Will make alternate transport arrangements with the assistance of the transport company or any remaining service buses back at the service.
  - ✓ Contact the parents and inform them of the breakdown, if necessary.
  
- In the event of an accident, the transport Educator will:
  - ✓ Check if any children or educators are hurt, conduct first aid or phone an ambulance, if necessary.
  - ✓ Contact the Nominated Supervisor and advise them of the accident and they will arrange alternate transport with the assistance of the transport company or any remaining service buses back at the service.
  - ✓ Contact the Police, if necessary.
  - ✓ In the case of an excursion relevant management, other educators starting shifts and families will be notified of any delays, updates or further instruction.
  - ✓ Comfort and calm the children.

For any further information refer to:

**[www.cecqa.gov.au/sites/default/files/2023-01/InfoSheet\\_SafeTransportationOfChildren.pdf](http://www.cecqa.gov.au/sites/default/files/2023-01/InfoSheet_SafeTransportationOfChildren.pdf)**



**CONSIDERATIONS:**

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
S165, 167, 169  R4(1), 99, 100 to 102D, 168(2)(ga)	Standards 2.2, 6.2, 7.1  Elements 2.2.1, 2.2.2, 2.2.3, 6.2.3, 7.1.2  Child Safe Standards 1, 3, 4, 5, 7, 8, 10	– Risk Assessment, Child Protection, Providing a Child Safe Environment, Water Safety, Supervision of Children, Behaviour Guidance, Policies	- My Time, Our Place. - Parent Handbook - Risk Assessments - Authorisation forms - Attendance Records - ACECQA Safe Transportation of Children Information sheet

**VERSION CONTROL AND ENDORSEMENT:**

Approval date: February 2025

Date for Review: February 2026