



**Transportation Procedure**

<p><b>Related Documentation</b></p>	<p>Excursions (Long Day Care and Outside School Hours Care) OSHC Bus Breakdown Procedure Acceptance and Refusal of Authorisations Transportation Authorisation Excursion and/or Transport Risk Assessment Excursion Checklist Authorisation for Excursion Form – Centre Routine Excursion Form Enrolment Form Education and Care Services School Holiday Enrolment Information and Booking Form Transportation Attendance Record</p> <p>All related documentation is available via the <a href="#">Education and Care Services FRED</a> page</p>
<p><b>Relevant Legislation</b></p>	<p>Refer to Legislation, Standards and Guidance Material – Reference Table</p>
<p><b>Responsible Officer</b></p>	<p>Manager Education and Care Services</p>

**UNCONTROLLED WHEN PRINTED**

**Definitions**

*Regular transportation*, in relation to an education and care service, 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 substantially the same for each occasion on which the child is transported. [An example of a change in circumstances that are substantially different might be when the means of transport or the transportation route or destination(s) have altered or the provider of the transportation service has changed].

*Regular outing* (routine excursion), now means a walk, drive or trip to and from a destination–

- a. that the service visits regularly as part of its educational program; and
- b. where the circumstances relevant to the risk assessment are substantially the same on each outing.

**Objectives**

To ensure that all transportation by, or arranged by, Education and Care Services is safe, minimises any risk to children’s health, safety and/or wellbeing and is conducted in accordance with the Education and Care Services National Regulations.

**Training and Competence**

Council is committed to staff receiving training relevant to the tasks/activities undertaken in this procedure. Training requirements will be reviewed at least annually as part of the performance appraisal program, and recorded in Kiosk. All training will be evaluated to ensure continuous improvement.

Competence of employees, including any contractors, labour hire employees or volunteers, will be assessed prior to their being expected to carry out the tasks associated with this procedure.

**Records Management**

**DATA AND DOCUMENT CONTROL**

All records related to this procedure are to be stored in Council's electronic record management system (IRIS) in accordance with Council's Records Management Policy.

### **Review and Evaluation**

To maintain relevance and currency, this procedure will be reviewed on a two-yearly basis or as required due to changes in relevant legislation and codes of practice or changes to systems and processes.

The procedure will also be evaluated in consultation with employees at appropriately identified intervals to evaluate its effectiveness.

Regular review and evaluation is an opportunity to determine whether the procedure is fit for purpose and reflective of operational practice, and provide an opportunity to implement corrective measures or amend the procedure if required.

### **Procedure**

Education and Care Services may seek permission to transport children or arrange transportation for the following purposes:

1. Travelling to and from an Outside School Hours premises to deliver and collect children from relevant schools.
2. Travelling to and from an excursion venue in accordance with the Excursions procedure.
3. Travelling to and from Family Day Care play-session.
4. Travelling to and from or during special events outside of operational hours **only** if a parent or other person over the age of 16 accompanies and is responsible for the child during the transportation.

### **Types of transportation**

The following methods of transportation are permitted within Education and Care Services

- a) Walking
- b) Council mini-bus
- c) A charter bus company
- d) Public transport
- e) Educator's car (FDC only)
- f) Third party (FDC only)

Under no circumstances are children to be transported in any other vehicle other than those listed above. Staff will not be covered by their own personal insurance for public liability if they are involved in an accident.

If the Outside School Hours Care bus breaks down or is not available, follow the 'OSHC Bus Breakdown' Procedure.

### **Authorisations**

Children are not permitted to be transported by Education and Care Services without written permission from a child's parent or other person with authority named in the child's enrolment record. The permission must include all details set out in the Acceptance and Refusal of Authorisations procedure for the authorisation to be accepted.

The Authorisation for Excursion Form, Authorisation for Routine Excursions Form and Transport Authorisation Form are available on FRED.

### **Risk Assessments**

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#### **DATA AND DOCUMENT CONTROL**

An Excursion and/or Transportation Risk Assessment must be completed before each occasion children are transported by the service if it is not regular transportation or a regular outing.

An Excursion and/or Transportation Risk Assessment must be conducted at least once in a 12 month period if it is regular transportation (such as travelling to and from school) or a regular outing (i.e. a routine excursion).

The Excursion and/or Transport Risk Assessment template is available on FRED.

### **Embarking and Disembarking Transportation (LDC & OSHC only)**

- Every child will be visually sighted by a staff member before the staff member signs the child in or out of the service
- A roll call will take place before children leave any destination while in care
- Each time children arrive/depart the service whilst considered in a mode of transport (as listed under 'Types of Transport'), a designated staff member must record the number of children on the 'Transportation Attendance Record'
- The designated staff member must check and verify the number of children recorded against the service attendance records
- When using a vehicle as a mode of transportation, the designated staff member (other than the driver) will be present when children are entering and exiting transportation
- When using a vehicle as a mode of transportation, once all passengers have exited the transportation, the designated staff member will physically sight that all children have disembarked. This includes physically checking all areas of the transportation (such as under seats, etc.)

### **Embarking and Disembarking Transportation (FDC only)**

- Educators must complete a visual head count when embarking and disembarking transportation. This is recorded by Educators in a way they see fit.

### **Bus Supervision Plan**

Staff and educators will ensure that children are adequately supervised at all times when travelling on the service mini-bus. This includes when travelling to and from school as well as excursions.

The following strategies are to be implemented:

- All passengers, including children, staff/educators and visitors are required to wear a seat belt when travelling on the service mini-bus.
- Children under the age of 3 years will sit in an age appropriate child safety seat. (Note: this is not a legal requirement, but rather an additional safety measure implemented by Education and Care Services.) Parents may request a child safety seat for children over 3 years if required.
- An educator will check the children's seat belts before driving to ensure they are correctly buckled and adjusted to the correct length.
- A risk assessment will be in place to assess the risks associated with travelling on the service minibus. The risk assessment will be reviewed annually or before any changes are introduced.
- An emergency procedure for the evacuation of the bus will be included in the Outside School Hours Care 'Emergency Plan' documents.
- A reduced minimum ratio of 1:10 will be in place at all times school age children are travelling on the service mini-bus (up to 20 school age children and two staff/educators). This ratio will be adjusted accordingly based on the ages and abilities of children (e.g. for children preschool age).
- The service mini-bus will have an additional rear-view mirror to allow for visual supervision while driving the bus.
- There is to be no standing up on the bus whilst it is in motion.
- If at any time the safety of the passengers is compromised (for example a child not following directions from an educator) then the bus driver will pull over and support the educator to manage the risk until it is safe to drive again.

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#### **DATA AND DOCUMENT CONTROL**

- Once all passengers have disembarked from the vehicle, the driver will physically walk to the back of the bus and check there are no children left on the bus (including under the seats) before locking the vehicle.  
**Please note:** this is an additional safety measure and the driver is **not** the designated staff member responsible for completing the 'Transportation Attendance Record'
- A Weekly Vehicle Checklist will be completed a minimum of once per week.

### Vehicle Safety

Any vehicle used or arranged by Education and Care Services for transporting children will:

- Have current registration
- Have current insurance
- Only be operated by a driver with a current licence (relevant to the vehicle). All road and traffic rules must be followed when operating a vehicle as part of an Education and Care Service.
- Fitted with approved seat belts and safety restraints and used in accordance with NSW legislation (car seats, restraints and booster seats will be fitted in accordance with Australian Standards by following the manufacturer's instructions regarding safety and installation, or fitted professionally by an authorised child restraint fitting service). Further information on national child restraint laws, and your legal obligations when travelling in a car with a child can be found on the Centre for Road Safety website <https://roadsafety.transport.nsw.gov.au/index.html>.
- Have no loose or dangerous objects in the vehicle while transporting children
- Be smoke free
- Be parked as close to the destination/drop off/pick up point as practicably possible (for example, parking on the relevant side of the road so there is no need for children to cross the road).
- Be closely supervised by staff and educators (i.e. children will not be left unsupervised in the vehicle).

### Additional Information for Family Day Care Educators

- Educators must discuss their transport arrangements with parents before accepting a child into care.
- If an Educator does not have the appropriate car seat a child cannot be accepted into care if the Educator is required to travel in a vehicle (Family Day Care only).
- Anchorage points and seat belts are to be inspected annually by an authorised fitting authority.
- If families indicate that a third party will be transporting their child, the following steps need to be undertaken;
  1. Educator needs to make sure that the parent has completed the 'Transportation Authorisation' form
  2. Educators must email the completed form to the Administration team, for details to be placed on the relevant child care software.
  3. Educators must check the person's ID on their first visit to collect the child for transportation to verify their identity.

**Please note:** Children are only considered to be in the care of the Educator once they have been signed into care and until they have been signed out. Children are not considered as being in care of the Educator, whilst in the care of the third party.

All documentation relating to vehicle safety must be kept in the individual educator's 'Compliance' folder

### End of procedure

*This procedure is required under the Education and Care Services National Regulations and should not be edited or rescinded without permission from the Education and Care Services Senior Leadership Team.*

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#### DATA AND DOCUMENT CONTROL