




Policy Title: **KOOLKAN EARLY CHILDHOOD CENTRE
BUS TRANSPORTATION**

Policy Type: **ADMINISTRATIVE**
(Statutory, Financial, Administrative, Human Resources)

Policy Number: **A024**

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Community Services		Director Community Services	
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1. Koolkan Early Childhood Centre (KECC)

KECC has a licensed vehicle to transport children to and from care. We offer a 'pick up and drop off' to the Service as well as transportation to and from organised educational excursions.

Transporting children requires a range of considerations to ensure each child's safety and wellbeing in conjunction with adherence to road safety regulations and compliance with the National Law and Regulations. This may include the completion and acceptance of a 'transportation or excursion permission form' which outlines the details of the arrangement between the parents or legal guardian and KECC.

The safety of children is paramount. KECC has a duty of care to continually assess, mitigate, treat and monitor risks that are associated with vehicle/bus transportation.

2. Pre-Trip Vehicle Check

- Parents will be provided with a copy of the Service's Transportation Policy which can be discussed further during orientation.
- Parents will be required to sign any related permission forms prior to travelling in the Service vehicle/bus.
- A risk assessment and management plan will be completed for routine journeys or 'one-off' excursions. Information related to procedures and the route will be included in permission notices.
- Management will ensure the vehicle/bus is regularly maintained and mechanically sound.
- Management will ensure the number of passengers does not exceed the vehicles legal limit.
- Enough restraint systems will be installed for all passengers in accordance with current Australian Safety Standards
- Management will ensure there is a current third-party comprehensive insurance policy in the vehicle/bus.
- The designated driver of the vehicle/bus will comply with all appropriate road, safety and transport regulations.
- The designated driver of the vehicle/bus will hold the appropriate driver's license for the vehicle they are driving.
- The designated driver of the vehicle/bus will ensure there is adequate fuel to undertake the journey.
- The designated driver of the vehicle/bus will familiarise themselves with the route.
- Under no circumstances will the driver and educators/employees supervising the children use handheld mobile phones unless safely parked.
- 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.
- KECC 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.

3. Picking Up Children

Generally, KECC does not pick up children but in the event that they do, this will be the Policy.

- 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.)
- Proper restraint systems will be used in accordance with current Australian Safety Standards.
- A 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.
- Children's attendance will be checked using an attendance record by the supervising educators/staff before departure from the designated pick up location and marked as present as they get on the bus.
- 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.
- Safety rules will be developed with the children, to ensure a clear understanding of appropriate and inappropriate behaviour.
- Educators will ensure children remain seated and refrain from behaving in an unsafe or disruptive manner.
- 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.
- Families will be notified if there is an incident or issue which may delay the regular schedule.

4. Dropping Off Children

- Children will be asked to remain seated until the vehicle has completely stopped.
- 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.
- The children's attendance record will be checked by the supervising educators/staff as they assemble in a predetermined location.

5. Post Trip Vehicle Check

- Once the 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.
- This educator/staff will confirm all children and belongings are off the vehicle/bus by initialling the Attendance Record.
- Together with supervising educators/staff, the children will be accompanied into the Service. (or destination)

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- Once inside (or on location) the children are signed in manually and electronically which will provide an additional attendance check to confirm all are present.
 - The post trip vehicle check is also repeated on return journeys.
 - Under no circumstances will the children be left alone throughout all stages of the journey.

6. Related Documentation

- Transportation of Children
<https://www.childcareexchange.com/library/5017325.pdf>
- National Practices for Early Childhood Road Safety Education
<http://www.roadsafetyeducation.vic.gov.au/teaching-resources/early-childhood/national-practices-for-early-childhood-road-safety-education>
- National Quality Standard
<https://www.acecqa.gov.au/nqf/national-quality-standard>