

# TRANSPORTATION POLICY

Quality Areas: NQS 2 – Children’s Health and Safety

Policy Owner: Safety

Why this is  
*important*

## 1.0 Introduction and Purpose

The health, safety and wellbeing of all children, team members, families and visitors is a priority. The opportunity to provide an extension to our programs, by means of transporting children is provided to our families. This opportunity connects our children and teams with the community, supports greater number of children and families to access our centres and enables children to learn from, influence and apply their thinking and learning in the 'real world'

## 2.0 Who does this policy apply to:

All Team Members, Children, and Families

## 3.0 What is our Policy:

There are various types of transportation models involving children that occur within Guardian. These can include operating a bus to and from the centre as a regular outing (a scheduled occurrence with set times and days and booked in advance at the centre). Walking to the local park or library as a regular outing or transporting children using a vehicle or public transport as part of an excursion such as to the museum or zoo. Transportation also includes walking.

Transport as part of excursions is referenced in the Excursion Policy. Whilst the systems are the same, there are some notable differences on management of the transport. Centres are encouraged to ensure that if they are planning transportation as part of an excursion to reference the relevant risk factors that are outlined in this policy. It is essential that the Transportation Policy and Excursion Policy are read in conjunction with each other.

This policy covers the transporting of children but does not cover

- the transportation of team members while undertaking tasks such as travelling to and from work
- travelling between centres, travelling interstate, or
- to Guardian approved events and activities

This policy includes reference to Guardian owned and operated buses as used as part of a regular outing or excursion. Whilst the systems are the same, there are some notable differences when children are being transported on an owned and operated company vehicle and when this is part of a regular outing, compared to an excursion where children are transported by public bus or ferry etc. If applicable, when a Guardian owned vehicle is used as part of an excursion or Regular outing, these policy requirements must also be met.

Any purchase, lease, hire, or loan of a bus must be approved by notifying the Safety Team who will gain approval from the relevant group before any transportation can occur.

## 3.1 Other Transportation types



This policy outlines requirements where a method of transport is identified as part of excursions or regular outings. This provides specific examples of other means of transportation such as ferries, trains, walking with a quad pram and requirements that must be met to transport children safely at these times.

Centres must ensure that if they are utilising any transportation as part of an any excursion or routine outing to ensure that they identify any associated risks and document these as part of a thorough risk assessment. We all must recognise the additional risks that may be present when transporting children and requires appropriate planning and risk management to ensure the best and safest experience for all.

We are committed to providing safe transportation opportunities as part of excursions and regular outings, ensuring that they are conducted in a way that:

- Is considered and planned for, providing meaningful experiences,
- Protects the health, safety and wellbeing of children, team members and volunteers
- Meet the education and care national regulations and law, national quality framework, legislated road rules, including all state-based transportation acts & regulations and health and safety legislation
- Complies with the requirements outlined in the transportation procedure

### 3.2 Vehicle Allocation and Safety

Vehicles used as part of regular transportation will be owned and operated by Guardian. We will ensure that they are maintained in accordance with manufacturers recommendations specified for each vehicle. The service history of the vehicle will also be made available with the vehicle.

The Nominated Supervisor is responsible to schedule all servicing as outlined by the manufacturer or at all other times when a fault/concern/safety or maintenance concern has been identified. Vehicle servicing must only be carried out by one of the manufacturers servicing departments. For Example, if the vehicle is a Toyota, then it must only be taken to a Toyota dealership service department to be serviced.

Regular checks of vehicles (each time the vehicle is used) will be undertaken by the Driver/RP to ensure that safety protocols are undertaken. This includes but not limited to a visual checking the tyres, that the windscreen is clear and that there is enough fuel for the trip so that unnecessary stops are not made. Bus Supervision & Safety Record and Regular Outing and Excursion Risk Assessment will be utilised and/or referenced.

The driver of the bus must:

- hold a full driver's licence and disclose any previous court convictions
- hold a current WWCC or equivalent and a good driving history where any driving offences are declared and evaluated
- on a monthly basis a documented check of the fitness and propriety as required on the Allocated Driver Induction Record will be undertaken by the Nominated Supervisor to ensure that the driver is suitable.
- ensure the vehicle/bus must at all times be a smoke free environment
- not be under the influence of Drugs or Alcohol at any time whilst operating the Vehicle/Bus. Where there are concerns that the driver is unfit to drive either through being unwell or under the influence of any substance, they will be prohibited from driving the vehicle. This may result in the outing/excursion being cancelled.

Approved restraints in accordance with Australian and New Zealand Standard AS/NZS 1754 Child restraint systems for use in motor vehicles are provided for the bus and fitted in accordance with restraint fitting requirements. For specific restraint advice refer to the links at the end of this policy.

Annually a member of the Safety or Compliance Team will observe a Guardian bus transport drop off and review all documentation.

### 3.3 Supervision



Supervision during transportation will ensure the safety and wellbeing of all children for the duration of transportation, taking into account ratios and all risks and hazards likely to be encountered. Team Members will complete supervision checks at regular intervals during transportation, that will be recorded on the Transportation Supervision & Safety Record in conjunction with the Regular Outing and Excursion Supervision Checklist.

Children will not be left alone on the vehicle at any time. There must always be an Early Childhood qualified team member in direct contact with all children.

The destination in which the children will be transported to, including the vehicle parking location will be assessed as safe for all children and adults, will be easily supervised and accessible.

Children will be supported and guided by Team Members /Adults when crossing roads; ensuring pedestrian crossings are used (where applicable) and individual and group supervision is maintained.

Regular head counts no more than 15 mins will be conducted when transitioning children from one space to another or at other times i.e on or off the bus. Head counts will be checked against the booking sheets to ensure accuracy.

The Responsible Person assigned to the bus outing will ensure all children will be signed into the care of the school (or nominated destination), a full final head count will be conducted prior to leaving.

The responsible person together with the driver will conduct a full sweep of the vehicle for children at each arrival point, before departure and before storing the vehicle at the conclusion of transit. A sweep will include looking under and, on all seats, and in any areas where bags are kept, around and under the vehicle.

Prior to the child being enrolled into the safe transportation arrangements a discussion will be held with the parent / guardian in relation to the drop off and pick up procedures, days of participation and the current strategies outlined in the Regular Outing and Excursion Risk Assessment.

### **3.4 Emergency Procedure**

To ensure children and team members remain safe at all times procedures will be developed for emergency situations. These will include if a child is not in a collection space, a bus breakdown or child becomes unwell. These will be documented in the centre Emergency Management Plan as well as on Regular Outing and Excursion Risk Assessment.

Emergency procedures will be carried out on a quarterly basis and the Emergency Evacuation Drill report will be completed and identify any areas improvement.

### **3.5 Critical Reflection**

It is expected that the Driver and Allocated person/s reflect on their responsibilities and this Policy and Procedure before/during and after each time they transport children. Reviewing processes and providing feedback to the Nominated Supervisor or other Line Managers within Guardian, to support with identified challenges and improvements. Specific grievances and complaints will be managed in accordance with the Grievance and Complaints Policy, alternatively anonymous complaints can be made in accordance with the Whistle blower Policy.

## **4.0 Responsibilities**

### **4.1 The Approved Provider will ensure that:**

- Children only leave the premises in accordance with the Education and Care Regulations (2011). This authorisation must be provided by the parent/guardian or person named in the child's Family Enrolment Form.
- That information is provided to centres, informing a minimum educator to child ratio is maintained, for excursions and routine outings with transportation. This includes at least one educator/teacher, who is a

Responsible Person, holds current First-aid certificate, an approved Early Childhood qualification as well as the driver with a full driver's licence and WWCC (or equivalent) on the bus. These details will be outlined in the Routine Outing and Excursion Risk Assessment and Bus Supervision and Safety Record.

- That all Guardian employees who are appointed as a driver to regularly transport children will undertake the Allocated Driver/Persons Induction and meet ongoing fitness and propriety requirements including a full driver's licence as well as WWCC or equivalent.
- Parents/guardians, volunteers, students, and all adults participating in an excursion are always adequately supervised and not left with sole supervision of individual children or groups of children.
- That the Routine Outing and Excursion Risk Assessment is completed, identifies, assesses the risks and specifies how these will be managed and/or minimised, and includes all details relating to the purpose of transportation.
- Prior to the commencement of a centre initiating a new bus transportation arrangement, written approval will be sought from the Head of Quality and Curriculum.
- The Allocated Vehicle is maintained in accordance with Manufacturing and service recommendations; ensuring all required maintenance is carried out in full, with full history available.
- The Approved Provider will ensure the Allocated Vehicle is Road worthy, maintains registration and has the appropriate level of insurance required for all person/s operating and accessing the vehicle.
- That approved restraints in accordance with Australian and New Zealand Standard AS/NZS 1754 Child restraint systems for use in motor vehicles are provided for the bus and fitted in accordance with restraint fitting requirements.
- Annually a member of the Safety or Compliance Team will observe a Guardian bus transport drop off and review all documentation.

#### 4.2 The Centre Manager / Nominated Supervisor (NS) will ensure that:

- That on an annual basis that car restraints and restraints fittings are checked at an authorised restraint fitting station – see links in Transportation Policy
- Is responsible to schedule all servicing as outlined by the manufacturer or at all other times when a fault/concern/safety or maintenance concern has been identified. Vehicle servicing must only be carried out by one of the manufacturers servicing departments. For Example, if the Vehicle is a Toyota, then it must only be taken to a Toyota dealership service department to be serviced.
- Will liaise with The Facilities & Maintenance team where support or advice may be required in relation to the vehicle, it's upkeep/identified hazards/approval for replacement parts etc.
- All of Guardian's identified responsibilities as delegate of the Approved Provider are implemented consistently.
- The Routine Outing and Excursion Risk Assessment is conducted and completed for excursions/ regular outings including those with safe transportation are conducted before Routine Outing and Excursion Authorisation is sought from families/ guardian or approved authorised contact.
- The Routine Outing and Excursion Risk Assessment will identify that at least two persons will check that the bus is empty of children at the Centre and/or destination.
- The Transportation Risk Assessment will be developed, and detail all identified risks outlined in the Transportation Policy. This will include considerations for all Emergency Situations that may present. This risk assessment will be developed with team members involved in the activity so that they understand strategies to be implemented.
- The Routine Outing and Excursion Risk Assessment will be updated every (6) six months or more often where there are any additional risks identified as part of the routine.
- Provisions are developed and in place so that each child's personal medication and current Medical Management Plan is taken on excursions and other off-site activities in accordance with the Medical Conditions Policy.
- There is at least one educator in attendance at the excursion with current first-aid qualifications and that a portable well-stocked First Aid kit (including the required medication for dealing with medical conditions) is taken during all safe transportation activities.

- That a mobile phone, the general emergency numbers, emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma, or illness. Emergency contact numbers for all Team members to also be available in the case of incident/illness/trauma or illness.
- All documents in relation to safe transportation are reviewed and approved by the centres Portfolio Manager prior to the safe transportation arrangement taking place. In addition, the Centre Manager and Portfolio Manager must approve any permanent changes to the proposed routes. The Portfolio Manager should undertake a review of the current bus transport practices, check and verify documentation each quarter. Any records they review they should sign to note they have been reviewed.
- An appointed and approved Responsible Person is always on the bus during safe transportation activities.
- On the days of the safe transportation the proposed route is clear and safe. If not, the Nominated Supervisor or Responsible Person in control must document an alternative risk assessment to ensure a new proposed route is safe to travel. This will be documented in the Regular Outing and Excursion Risk Assessment.
- Ongoing Regular Outing and Excursion Authorisations are checked regularly to ensure that all children have an approved authorisation process. These authorisations will be updated every (6) months or more often when changes are made to pick up or drop off locations.
- That during any transportation activities that the centre remains compliant and maintains staffing arrangements in accordance with the National Law.
- Current attendance including pick up and drop off lists will be maintained and kept with the Responsible Person. In addition, the child will be signed in and out of the centre during safe transportation activities.
- As part of the families booking of the safe transportation activities the Nominated Supervisor will develop and discuss drop off and pick up and arrangements, ensure that the Regular Outing and Excursion Authorisation is completed, and that the family has access to the centres Regular Outing and Excursion Risk Assessment.
- The driver of the bus has a full staff record on file that includes the driver's full licence, WWCC or equivalent and if the person holds an early childhood qualification and all other requirements in accordance with licensing requirements as outlined in the Driver induction. If the driver is a current qualified team member, then their full drivers' licence must be kept on their staff file and noted on the Educator Record Form.
- A driver must be determined and all person/s/educators implementing the transportation process must complete an Allocated Driver/Persons Induction Annually and a Monthly Fit & Proper determination & declaration.
- The Nominated Supervisor Must also carry out the Allocated Driver/Persons Induction Annually
- The Bus Supervision and Safety Record MUST be completed every time transportation is undertaken. The Regular Outing and Excursion Supervision Checklist Must also be used either side of the transportation; i.e when at the Zoom or partaking in the Regular outing.
- The drivers licence type and licence plate of the allocated vehicle for transportation is documented in the Regular Outing and Excursion Risk Assessment and Supervision and Vehicle Safety Check.
- That the developed and implemented procedures for the safe transportation activities including drop off and pick up points, head count procedures and agreed limits are discussed with all team members before they undertake the activity.
- On a quarterly basis an emergency evacuation drill will be practiced with the bus to ensure that all employees understand their responsibilities in an emergency. This will be documented on the Emergency Evacuation Record for Regular Outings on the Regular Outing and Excursion Risk Assessment.
- At the end of each transportation activity that two persons check the bus to ensure that no child is left unattended on the bus. Where children are being signed into the centre a Responsible Person at the centre together with the Responsible Person who attended the activity will conduct the final headcount.
- Training - Will provide opportunities throughout the year to all team members to attend additional training by third parties that enhances skills to support the provision of bus transportation. Training and professional development will be kept on file at the centre for reference. This may include training in risk management, Emergency Management, any training by third parties in relation to Road Safety laws etc.

#### 4.3 Team Members will ensure that:

- Guardian Childcare & Education policies and procedures are always implemented. That at least one educator/teacher who is a Responsible Person will undertake bus duties as part of a safe transportation activity.
- Before entering the bus ensure that each child is signed out of the centre, into the care of the Responsible Person and then signed out of the care of the Responsible Person when the destination is reached. The centre must ensure that the up-to-date Qikkids roll is available for all bus runs.
- The child must not participate in any excursion or outing unless the Regular Outing and Excursion Authorisation is completed in full by the parent/guardian or authorised person named in the child's enrolment.
- Regular head counts must be conducted at least every 15 mins or more often as determined by the risk assessment to ensure that the centre are accounted for during the activity.
- Regularly check all safety restraints for damage/loose/broken parts – notify the Nominated Supervisor or Responsible Person immediately. Broken or damaged restraints will not be used and removed.
- That children are reminded of safe travel limits and rules to ensure that the children remain safe at all times. These should be developed and included as part of the Regular Outing and Excursion Risk Assessment. This should include that children are always seated when the bus is moving and must be restrained appropriately at all times.
- That the children remain safely restrained in accordance with state-based legislation at all times. Educators/Teachers will assist the children with using restraints to ensure that they are affixed appropriately.
- No child will sit in the front seat of the bus.
- Parents/guardians, volunteers, students, and all adults participating in a safe transportation activity are adequately supervised at all times and are not left with sole supervision of individual children or groups of children.
- The Bus Supervision and Safety Record MUST be completed every time transportation is undertaken in conjunction with the Regular Outings and Excursion Supervision Checklist.

#### 4.4 Families will ensure that:

- They complete, sign and date excursion/centre Regular Outing and Excursion Authorisation that provides written authorisation for their child to leave the centre premises on safe transportation activities.
- Read the details of the activity provided by the centre and ask for additional information if required
- Understand that if they participate in the activity as a volunteer, they will be under the immediate supervision of the Responsible Person at all times.
- Understand that any changes to the proposed Transportation activity, Authorisation requirements etc, will require new written authorisation outlining such changes.
- They book into the safe transportation activities in advance and when their children are due to be collected but are absent for that day let the centre know before the activity commences.

## 5.0 Definitions

**Centre Manager** (Nominated Supervisor) is the Team Member appointed into the Centre Manager (Nominated Supervisor) role with the alternative being the Responsible Person who is in charge.

**Children** are those children potentially enrolling or currently enrolled in Guardian's Early Learning Programs as distinct from those under 18yrs old who may be present at our facilities or events.

**Excursion** means an outing organised by an education and care service, but it does not include an outing organised by an education and care service provided on a school site if the child/children leave the education and care service premises in the company of an educator and do not leave the school site.

**Families** also means parent or guardian

**First Aider** is a Team Member who has completed relevant First Aid training within 3 years plus annual CPR training



**Regular outing** means in relation to an education and care service, means a walk, drive or trip to and from a destination that 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.

**Regular transportation** means 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.

## 6.0 Tools and Resources

The most important documents I need are:	Other supporting documents will include:
Transportation Procedure Bus Supervision & Safety Record Driver & Allocated Person Induction Excursion and Routine Outing Risk Assessment Risk assessment and management- Safe transportation of children safety checklist and regular transportation record form	Information sheet - Changes to regular transportation of children  Information sheet - Minimising the risk of children left in vehicles  Information sheet - Guidance for adequate supervision during transportation

## 7.0 Additional Information

Motor Vehicle Act 1989  
 Motor Vehicle Regulations  
 Road Transport ACTS QLD/NSW/VIC/SA/ACT  
 Work Health & Safety ACT NSW/ACT/QLD/SA 2011  
 Work Health & Safety Regulations

Occupational Health & Safety Act VIC 2004  
 Child Restraints Information & Guidance - Please ensure you reference the correct requirements as outlined by your State

<https://kidsafe.com.au/car-road-safety/>

Australian child restraint safety standards

All child restraints sold and used in Australia must comply with Australian/New Zealand Standard 1754 and will be marked accordingly. Restraints that do not carry this mark cannot be used

## 8.0 Source

Section 165	Offence to inadequately supervise children
Section 167	Offence related to protection of children from harm and hazards
Regulation 24	Application for service approval—centre-based service
Regulation 89	First aid kits
Regulation 99	Children leaving the education and care service premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion
Regulation 102	Authorisation for excursions
Regulation 102B	Transport risk assessment must be conducted before service transports child
Regulation 102C	Conduct of risk assessment for transporting of children by the education and care service
Regulation 102D	Authorisation for service to transport children
Regulation 102E	Children embarking a means of transport – centre-based services
Regulation 102F	Children disembarking a means of transport – centre-based services
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 158 Children’s attendance record to be kept by approved provider
- Regulation 168 Education and care service must have policies and procedures
- Regulation 169 Additional policies and procedures – family day care service
- 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 Prescribed information to be notified to the Regulatory Authority
- Regulation 177 Prescribed enrolment and other documents to be kept by the approved provider

<b>Policy owner</b>	Chief Quality and Curriculum Officer		<b>Content author</b>	National Health, Safety and Risk Manager	
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