

D-6 Transportation

NQS

| | |
|-----------|------------------------------------|
| QA. 2.2 | Safety. |
| QA. 2.2.1 | Supervision. |
| QA. 2.2.2 | Incident and emergency management. |
| QA. 4.1.1 | Organisation of educators. |
| QA. 4.2.2 | Professional standards. |
| QA. 7.1.2 | Management systems. |

National Law & Regulations

| | |
|------------|--|
| Reg. 13 | Meaning of working directly with children |
| Reg. 85 | Incident, injury, trauma and illness policies and procedures |
| Reg. 89 | First aid kits |
| Reg. 98 | Telephone or other communication equipment |
| Reg. 99 | Children leaving the education and care service premises |
| Reg. 100 | Risk assessment must be conducted before excursion |
| Reg. 101 | Conduct of Risk Assessment for Excursion |
| Reg. 102 | Authorisation for excursions |
| Reg 102AAB | Safe arrival of children policies and procedures |
| Reg102AAC | Risk assessment for the purposes of safe arrival of children policies and procedures |
| Reg 102 C | Conduct of risk assessment for transporting children by the education and care service |
| Reg. 102D | Authorisation for service to transport children |
| Reg. 122 | Educators must be working directly with children to be included in ratios |
| Reg. 123 | Educator to child ratios—centre-based services |
| Reg. 136 | First aid qualifications |
| Reg. 158 | Children’s attendance record to be kept by approved provider |
| Reg. 160 | Child enrolment records to be kept by approved provider and family day care educator |
| Reg. 161 | Authorisations to be kept in enrolment record |
| Reg. 168 | Education and care service must have policies and procedures |
| Reg. 170 | Policies and procedures to be followed |
| Reg. 171 | Policies and procedures to be kept available |
| Reg. 172 | Notification of change to policies or procedures |
| s165 | Offence to inadequately supervise children |
| s167 | Offence relating to protection of children from harm and hazards |
| S 175 | Offence relating to requirement to keep enrolment and other documents |

My Time, Our Place

| | |
|-------|---|
| LO. 1 | Children and young people feel safe, secure and supported |
| LO. 3 | Children and young people are aware of and develop strategies to support their own mental and physical health and personal safety |

Policy Statement

We believe in the child's right to feel safe while travelling to and from school and on excursions. We will ensure that all modes of transportation used while children are in our care will be safe and will comply with all the required regulations. Management, educators and staff are aware of their roles and responsibilities in relation to the travel of children to and from the Centre.

Related Policies

- Concord OSHC Policy A-4: Enrolment
- Concord OSHC Policy A-10: Acceptance and Refusal of Authorisations
- Concord OSHC Policy A-19: Nominated Supervisor
- Concord OSHC Policy D-8: Sun Protection
- Concord OSHC Policy D-10: First Aid
- Concord OSHC Policy D-11: Management of Incident, Injury and Trauma
- Concord OSHC Policy D-30: Supervision
- Concord OSHC Policy E-5: Excursions

Procedure

During induction, educators will be trained in the safe transportation of children. Ongoing training will be discussed at staff meetings.

All children travelling from one place to another while under the care of the Centre must have written consent from their parents or authorised nominee (see A-4 Enrolment Policy and A-10 Acceptance and Refusal of Authorisations) Reg 102d.

Information that must be included in the authorization are as follows:

- The child's name
- The reason the child is to be transported
- If the authorization is for regular transportation, a description of when the child is to be transported
- If the authorization 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 to be transported
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported

A risk assessment (reg. 102B) must be conducted prior to any activities which require the use of transportation. The risk assessment must consider:

- Means of transport
- Any requirements for seatbelts or safety restraints under NSW Law
- Processes for entering and exiting the education and care service premises and the pickup location or destination (as required)
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for.

All vehicles used by the Centre will comply with the appropriate road and transport authority regulations, will be mechanically sound, have regular maintenance and have CTP and comprehensive insurance. Only accredited operators with the NSW Ministry of Transport will be used for transportation.

The driver will ensure that the fuel level is sufficient to undertake the journey.

Car seats, restraints, and booster seats, where applicable, will be approved and fitted in accordance with the Roads and Maritime Service NSW.

A portable First Aid Kit will be carried on the vehicle.

Private vehicles can only be used if:

- the vehicle is registered and in a safe mechanical condition
- the vehicle is equipped with seat belts
- the vehicle has minimum third party property damage insurance
- any educator or volunteer driver holds the appropriate driver's licence for the vehicle they are driving

Before travelling in the vehicle, educators will ensure that all children wear a seat belt, where appropriate, i.e. seat belts may not be available on buses.

Children will be expected to remain seated and not behave in a dangerous or distracting manner. The driver will stop the vehicle, if necessary, in a safe place until the children comply with instructions.

When picking up children, the bus should be parked in a location which does not require children to cross roads. If the children are required to cross the road, educators must ensure children are taken across at crossing lights or a pedestrian crossing, where possible.

The RPD and the driver will ensure that the vehicle has the appropriate number of passengers for the vehicle and that it is not overloaded.

All drivers will carry the Centre's name, address and contact number at all times. An emergency contact number should also be provided.

In the case of a vehicle breakdown, the Responsible Person on duty or the driver will:

- contact the Nominated Supervisor
- the Nominated Supervisor and Responsible Person on duty will discuss suitable alternative transport and organise for this to be undertaken
- ensure that the children are kept safe at all times

The Nominated Supervisor or Responsible Person on duty will inform the parents of the breakdown if necessary.

In the case of a vehicle accident / fire, the Responsible Person on duty and/or educators will:

- check to see if any children or educators are hurt, conduct first aid and phone for an ambulance if necessary
- comfort and calm the children
- ensure that the children are safe at all times
- take the required details of the other driver involved: name, contact, registration number, driver's licence, insurer and any damage made to either vehicle
- contact the Nominated Supervisor and organise alternative transport if required
- contact the Police if necessary
- complete an incident, injury, trauma and illness report upon return to the Centre

A mobile phone will be carried in case of accident or emergency and children will be instructed to stay with the vehicle until assistance arrives.

The Nominated Supervisor or Responsible Person on duty will inform the parents of the incident, and ensure that all the appropriate incident, injury and trauma procedures are undertaken (see D-11 Management of Incident, Injury and Trauma).

When transporting children by public transport / chartered vehicles, educators will:

- keep a list of the children's names and number of children travelling
- take a list of emergency contact numbers with them
- keep a fully stocked portable First Aid Kit and any relevant medications
- conduct a dual head count on a regular basis

- Ensure all children wear seat belts as required, and that these are fitted properly to avoid injury
- assist children with getting on and off the mode of transport.
- ensure that all children are accounted for before allowing the vehicle to leave This will involve the use of dual headcounts, as well as a physical check in, under, and around the seats.
- Be aware of adverse weather, including extreme heat, and ensure it is safe for children to be in the vehicle based on the temperature. Where needed, allow any heat to escape the transport, before boarding.

When transporting children by foot, educators will:

- Discuss road and pedestrian safety with children prior to commencing the journey.
- ensure that the safest route is taken
- ensure children cross the road at the crossing or lights, where available, and obey the road rules
- exercise extreme caution crossing all roads
- keep children together as a group and walk in line on pavements
- actively supervise, remaining vigilant to ensure that no child runs ahead, lags too far behind the group, or acts inappropriately
- take appropriate wet weather gear, jackets or sun hats to use as required
- keep a fully stocked portable First Aid Kit and any relevant medications
- be aware of adverse weather, including extreme heat, and make adjustments to plans where necessary

Children should be made aware of applicable road rules associated with the mode of transport being used, including rules around child restraints. Educators will ensure that these rules are enforced.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Roads and Maritime Service NSW
- Road Rules 2014
- Road Transport Act 2013
- Kids and Traffic
- Kids and Traffic “Transporting Children Safely: Guidance on understanding safe transport and travel requirements for education and care services”

Endorsed: 02/12/2024

Review date: 02/12/2026