

SAFE TRANSPORTATION POLICY



Transportation of children is sometimes provided as part of our education and care service. Compliance with the Education and Care Services National Law and Regulations is mandatory to ensure the safety of children at all times and new provisions and amendments to these regulations are reflected in our procedures and policy for transportation and the safe handover of children. We acknowledge our duty of care obligations by adhering to relevant legislation providing adequate supervision of children at all times, maintaining correct educator to child ratios, maintaining accurate attendance records and ensuring the transportation has appropriate child restraints for children under our care. Whilst our centre as present does not conduct regular transportation of children to and from the service, there may be instances in the future when transportation is organised for an excursion.

[Note: This policy includes new requirements under the Education and Care Services National Law for regular transportation commencing 1 March 2023.]

1.0 PURPOSE

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place in relation to the safe transportation of children and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

[ACECQA, 2021]

We aim to ensure that all children being educated and cared for by our Service are adequately supervised at all times. This includes ensuring educator to child ratios are met whenever and wherever the service is operating including providing or arranging transportation as part of our service activity.

2.0 SCOPE

This policy applies to children, families, staff, management, the approved provider, nominated supervisor, students and visitors of the Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND LAW	
4 (1)	Definition regular transportation
24(ha)	Application for service approval—centre-based service A description of any proposed regular transportation of children by or arranged by the education and care service
85	Incident, injury, trauma and illness policies and procedures
89	First Aid Kits
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct a risk assessment for excursion
102	Authorisation for excursion
102A	Transportation of children other than as part of an excursion
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
102E	Children embarking a means of transport – centre-based services
102F	Children disembarking a means of transport – centre-based services
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-centre-based services

136	First aid qualifications
158	Children’s attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
168(2)(ga)	Education and care service must have policies and procedures (transportation)
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
175(2)(f)(g)	A notification must be made to the regulatory authority if regular transportation starts or ceases being provided or arranged by the service
177(1)(o)(p)	Prescribed enrolment and other documents to be kept by the approved provider a record of children embarking a means of transport at the education and care services premises as set out in regulation 102E(4)(c); a record of children disembarking a means of transport at the education and care service premises as set out in regulation 102F(4)(d)
183	Storage of records and other documents
S51(4A)	The approved provider must ensure that the number of children educated and cared for by the service at any one time doesn not exceed the maximum number of children specified in the service approval
s165	Failure to adequately supervise children
s167	Failure to take reasonable precautions to protect children from harm and hazards

RELATED POLICIES

Administration of First Aid Policy Acceptance and Refusal of Authorisations Policy Child Protection Policy Child Safe Environment Policy Delivery of children to, and collection from Education and Care Service Premises	Emergency Evacuation Policy Enrolment & Orientation Policy Excursions/Incursions policy (being developed) Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Responsible Persons Policy
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3.0 IMPLEMENTATION

The safety of children enrolled at our Service is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is

adequate at all times including transportation. Educator to child ratios are adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time. Adequate supervision is therefore not static as it is dependent upon a range of considerations documented in risk assessments. Procedures are in place to ensure a Nominated Supervisor or staff member is present and accounts for each child (and make a record) 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 if the service should require transportation of children.

DEFINITIONS (EFFECTIVE MARCH 2023)

Excursion: an outing organised by an education and care service

Regular outing: in relation to an education and care service, 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

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 the same for each occasion on which the child is transported.

Transportation (that is part of the education and care service): Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applied in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school or a place of excursion.

Transition: In relation to the day-to-day process of moving between the service and a range of different education and care settings or from the education and care setting to a school setting.

Written authorisation: authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation

arranged by the service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. The authorisation must state:

- a) the child's name; and
- b) the reason the child is to be transported; and
- c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
- d) if the authorisation is **not** for a regular transportation, the date the child is to be transported; and
- e) a description of the proposed pick-up location and destination; and
- f) the means of transport; and
- g) the period of time during which the child is to be transported; and
- h) the anticipated number of children likely to be transported; and
- i) the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and
- j) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
- k) that a risk assessment has been prepared and is available at the education and care service; and
- l) that written policies and procedures for transporting children are available at the education and care service.

TRANSPORT SPECIFIC RISK ASSESSMENT

As per the Education and Care Services National Law, our Service will '*ensure that every reasonable precaution is taken to protect children...from harm and from any hazard likely to cause injury*' (Section 167). Our Service will conduct comprehensive transport specific risk assessments to minimize and manage all potential risks for transporting children before authorisation is sought to transport a child. [Reg. 102B, 102D (4)]. <https://www.acecqa.gov.au/media/29841>

A risk assessment will be undertaken at least annually for '*regular transportation*' of children. Each time our Service transports, or arranges, the transport of children as part of an excursion, a new risk assessment will be conducted. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our Service.

Our risk assessment process is guided by the following:

- **identify** any hazards or potential hazards that transporting the child may pose to the safety, health and wellbeing of the child
- **assess** the risk of harm or potential harm using a risk matrix
- **specify how the identified risks will be managed** by eliminating or minimising the impact using control measures
- **evaluate** the current risk or potential harm by implementing control measures
- **review** and monitor the risk or potential harm to ensure it continues to be managed as a low risk

source: Risk assessment and management ACECQA (2020)

Our risk assessment will consider:

- a) the proposed route and duration of the transportation; and
- b) the proposed pick-up location and destination; and
- c) the means of transport; and
- d) any requirements for seatbelts or safety restraints (as per the law of our jurisdiction); and
- e) any water hazards; and
- f) the number of adults and children involved in the transportation; and
- g) given the risks posed by transportation, the number of educators or other responsible adults to provide supervision and whether any adults with specialized skills are required; and
- h) whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers) and;
- i) the process for entering and exiting-
 - i. the education and care service premises; and
 - ii. the pick-up location or destination (as required); and
- j) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

Additional considerations may include:

- the experience of the driver and licensing conditions for the vehicle
- the age, ability, needs and skills of children being transported (non-ambulant)
- the experience of the adults involved in transportation and their capacity for supervising children
- movement of children between the vehicle and venues
- traffic conditions
- extreme weather conditions or natural disasters
- environmental hazards such as temperature extremes, smoke
- communication to/from the vehicle- mobile phone reception

- health needs of all children and adults
- first aid provision and management of illness, injuries and emergencies
- child safe practices.

source: NSW Government Kids and Traffic (2020)

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 WILL ENSURE:

- all staff, volunteers and students follow the *Safe Transportation Policy* and procedure
- all staff and driver (s) are aware of and inducted in the *Safe Transportation Policy* and procedure and have completed practical training relating to safe transportation of children
- information related to the safe transportation of children is shared with all staff to assist management fulfill their roles responsibly
- a copy of any training undertaken by staff related to practical training of safe transportation is kept at the Service
- risk assessments are carried out prior to seeking authorisation for transporting children
- risk assessments for 'regular transportation' are evaluated regularly or whenever a change of circumstances warrants a new assessment- e.g: route change of vehicle due to roadworks, additional pick up points or new provider of transport, to ensure potential risks are identified and managed
- risk assessments for 'regular transportation' are reviewed at least annually
- any updates to policies and procedures are clearly communicated to all staff
- roles and responsibilities are clearly communicated with educators
- a designated driver is nominated as the person who will be responsible for driving the vehicle
- 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
- children are signed into the service attendance record upon collection, noting the time children enter the vehicle
- rehearsals for transportation of children are conducted throughout the year as 'best practice'

- details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment
- every reasonable precaution is taken to protect children from harm and hazards likely to cause injury
- effective and adequate supervision is provided (see below)
- compliance with first aid requirements of Regulation 136 is met at all times
- parents/guardians complete a written authorisation for regular transportation of their child and a copy of this is filed in the child's enrolment record/ attached to the enrolment
- children are instructed on processes for entering and exiting the service premises and are aware of the pick-up and destination locations
- the *Transport Pick up/Drop off Checklist* is completed each time transportation is provided to children in the form of a roll book checklist tick the box for the times the children hop on and off the vehicle.
- 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
- children are signed into or out of the attendance record upon delivery or collection of 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 embark or disembark from the vehicle during transportation
- once all children have exited the vehicle/bus, a final check is conducted, including the interior of the vehicle, to ensure no child is left on the vehicle
- a secondary educator conducts a final sweep of the vehicle, including the interior of the vehicle, to ensure there are no children or belongings left behind (best practice)
- the designated educator/Nominated Supervisor confirms the interior of the vehicle was checked and has signed the *Transportation Attendance Record*
- a second educator confirms the interior of the vehicle was checked and has signed the *Transportation Attendance Record* (best practice)
- under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- procedures for the safe handover of children between the Service and other educational site is documented correctly and communicated clearly with all stakeholders

- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- a record of staff working with directly with children (regulation 151) is kept
- children exit the vehicle using the 'safety door'
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to **NSW** Road Rules and Road Transport Act
- children are never left unattended in the vehicle
- education on road safety for children is included in the Service's programming (for example Kids and Traffic, Vic Roads Primary School roads information)
- safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour
- staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service
- a working mobile phone or other similar means of communication to communicate with the service, parents/carers is provided in case of emergency
- a list of emergency contact numbers for the children and staff being transported is available
- every effort will be made to notify parents/carers of delays returning to the Service if applicable
- relevant criminal history requirements and Working with Children Checks are made for any person transporting children. WWCC is recorded in staff records
- the designated person driving the vehicle/bus holds a current Australian driver's licence
- 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*
- the maximum number of children approved for a service as confirmed on the service approval is adhered to no matter where the children are located, including when they are being transported by the Service [S. 51(4A)]
- 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
- flow charts for procedures of what to do in case of an emergency (missing or unaccounted child) are clearly communicated with all stakeholders regularly, including implementation of the *Missing Child During Regular Transportation Procedure*
- to explicitly communicate attendance register procedure with all stakeholders (school, parents, educators)

- effective and adequate supervision is provided when children are being transported. Consideration must include:
 - the number, age and ability of children
 - visibility and accessibility
 - physical positioning of educators
 - risks related to the mode of transportation (including travel on foot)
 - risks in the environment, location, route and while travelling
 - the experience, knowledge and skill of each educator
 - the capacity of an educator to immediately respond to a situation requiring urgent intervention
- an easily recognised and suitably equipped first aid kit is easily accessible during transportation
- educators carry medication, health plans and risk assessments for individual children
- 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 DESIGNATED EDUCATOR/ DESIGNATED DRIVER/ EDUCATORS WILL ENSURE:

- they adhere to the *Safe Transportation Policy* and participate in practice training relating to the safe transportation of children
- they are aware of their roles and responsibilities while providing transportation for children
- a Risk Assessment has been completed in accordance with the requirements as outlined above
- 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
- every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
- effective and adequate supervision is provided when transporting children
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- children are never left unattended in the vehicle
- they adhere to the road rules and regulations mandated by law within each state/territory
- children remain seated and do not behave in a dangerous or inappropriate manner

- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to [NSW Road Rules and Road Transport Act](#)
- the vehicle is parked in a secure and safe location for children to access
- the number of passengers does not exceed the legal requirement
- a working, fully charged mobile phone is taken in case of an emergency
- 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
- a fully equipped first aid kit is easily accessible
- the *Missing Child During Regular Transportation Procedure* is followed in the event a child is deemed missing or unaccounted for
- medication, health plans and risk assessments for individual children are available during transportation
- educators and designated drivers wear a high visibility vest
- a list of emergency contact numbers for the children and staff being transported is available
- emergency contact information is available
- every effort will be made to notify parents/carers of delays 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

TRANSPORTATION ATTENDANCE RECORD KEEPING [Reg:177 (1)(o)(p)]

The designated driver and designated educator will ensure:

- 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 school/home)
 - 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 school/home)
 - each child is accounted for as the embark and disembark from the vehicle during transportation
 - that once all children have exited the vehicle/bus, a final sweep of the vehicle is conducted by the designated educator/ nominated supervisor, including the interior of the vehicle,

checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind

- a secondary educator conducts a final sweep of the vehicle, including the interior of the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind (**best practice**)
- a second educator will confirm the interior of the vehicle was checked and sign the *Transportation Attendance Record* (**best practice**)

SAFE MAINTENANCE OF TRANSPORTATION VEHICLE

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR/ DESIGNATED EDUCATOR/ DESIGNATED DRIVER/EDUCATORS WILL ENSURE:

- the transportation vehicle is fitted with the required seat belts and child restraints, approved by the Roads and Traffic Authorities (see Rule 266 of the Australian Road Rules)
- there are sufficient seat belts installed for all passengers in accordance with current Australian Safety Standards- (AS/NZS 1754)
- the vehicle has enough fuel to transport the children each day as in accordance with schedule
- the vehicle is registered, roadworthy and insured (general legal requirements and best practice standards are adhered to)
- any repairs are completed as soon as possible by a qualified mechanic
- checks of the vehicle should be recorded, signed by the relevant person and kept for inspection by the Regulatory Authority
- drivers hold a current Australian driver's licence, licenced to carry the required number of passengers for the vehicle
- in the event of any mechanical or other breakdown, children will be kept safe, comfortable and occupied with suitable activities
- every effort will be made to notify parents/carers of delays returning to the Service if applicable

FAMILIES WILL:

- adhere to the Service's Delivery of children to, and collection from Education and Care Service Premises *Policy* and *Safe Transportation Policy*
- communicate any change in transportation requirements for their child with the service as soon as they are aware (for example: no transport is required on a particular day as the child has returned home from school due to illness)
- notify the Service if their child is going to be absent on a particular day and not require transport

- ensure written authorisation for transportation of their child by the Service is granted by either the parent or authorised nominee named in the child’s enrolment record
- provide emergency contact details and phone numbers upon enrolment and update emergency contact details and phone numbers regularly
- sign attendance record upon delivery or collection of child to the service in accordance with the *Delivery of Children to, and Collection from Education and Care Service Premises Policy*

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Safe Transportation Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

[Kids and Traffic- Early Childhood Road and Safety Education Program](#)

- Transporting children safely- Guidance on Understanding safe transport and travel requirements for education and care service providers (2020).
- Safe Travel and Transport- Advice for working with children, families, schools and communities (2020).

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).

ACECQA. (2023). Policy and Procedure Guidelines. *Safe Transportation of Children*.

ACECQA. (2023). [Fact sheet. Changes to Regular Transportation of Children](#)

ACECQA. (2023). [Risk Assessment and management- Safe Transportation of children safety checklist and regular transportation record form](#).

ACECQA. (2023). [Guidance for Adequate Supervision During Transportation](#).

ACECQA. (2023). [Minimising the Risk of Children Being Left Behind in Vehicles](#). NQF Review 2019

Australian Government Department of Education. (2009) *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.

Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Amendment Regulations 2022 under the Education and Care Services National Law](#).

[Education and Care Services National Regulations](#). (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Updated May 2022).

Kids and Traffic Early Childhood Road Safety Education Program (NSW)
Revised National Quality Standard. (2018).
Road Transport (Safety & Traffic Management) Act 1999.

REVIEW

POLICY REVIEWED BY:	[NAME]	[POSITION]	[DATE]
POLICY REVIEWED		NEXT REVIEW DATE	JULY 2023
VERSION NUMBER			
MODIFICATIONS	<ul style="list-style-type: none">• New policy to comply with new regulations effective 1 March 2023		

TRANSPORTATION ATTENDANCE RECORD

This record works in collaboration with our *Safe Transportation Policy* and *Vehicle/Bus Transport Procedure*.

Regulation 102 (e) and 102 (f) refer to ensuring a staff member or Nominated Supervisor is present when children embark or disembark from the vehicle at the service premises and that children are accounted for as they embark/disembark from the vehicle. Records must be kept confirming each child was accounted for, state how they were accounted for, and state that interior of the vehicle was checked after all children have disembarked at the service premises. This record MUST be made immediately after the record is checked. This record must be kept for a period of 3 years (R. 177). **Effective 1 March 2023**

Service Name	Moama & District Preschool Centre Inc.	Date	
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CHILDREN EMBARKING/ENTERING THE VEHICLE

Number of children being transported		Absent children	
Messages regarding children's attendance			

Transport activity		Start time of Journey	
Transport Pick up/Drop off Checklist:			
• Pre-Trip Vehicle Check section completed		Yes/ No	Time:
• Picking up Children section completed		Yes/ No	Time:

Number of Children embarked/entered the vehicle		Time:
Has each child been account for? (Implement missing child during transportation procedure if required)	Yes/ No	
Details of how each child was accounted for		

Date record completed		Time record completed	
Name of designated educator			
Signature of designated educator			

CHILDREN DISEMBARKING/EXITING FROM THE VEHICLE

Transport activity		End time of Journey	
Transport Pick up/Drop off Checklist:			
• Dropping off Children section completed		Yes/ No	Time:
• Post Trip Vehicle Check section completed		Yes/ No	Time:

Number of Children disembarked/exited the vehicle		Time:
Has each child been account for? (Implement missing child during transportation procedure if required)		Yes/ No
Details of how each child was accounted for		

FIRST VEHICLE CHECK

Was the vehicle checked, including the interior of the vehicle, around and under seats, storage areas and under the vehicle to ensure no child or belongings are left behind	Yes/ No
Confirm no child is left on the vehicle	Yes/ No

Name of designated educator		Date	
Signature of designated educator		Time	

SECOND VEHICLE CHECK (best practice)

Was the vehicle checked, including the interior of the vehicle, around and under seats, storage areas and under the vehicle to ensure no child or belongings are left behind	Yes/ No
Confirm no child is left on the vehicle	Yes/ No

Name of educator		Date	
Signature of educator		Time	

TRANSPORT PICK-UP / DROP-OFF CHECKLIST

This checklist works in collaboration with our *Safe Transportation Policy* and Vehicle/Bus Transport Procedure. Each section of the checklist is to be completed at the appropriate time, prior, during and at the end of the journey each time transportation is provided by the Service.

PRE-TRIP VEHICLE CHECK	✓
The service has received written authorisation by a parent or other person named in the child's enrolment record to provide transport for a regular outing, regular transportation or excursion	
A risk assessment has been completed with the appropriate documentation (including route and minimisation of hazards) as attached	
The vehicle has been deemed mechanically certified via regular services and maintenance	
The vehicle has current third-party insurance and comprehensive insurance	
The vehicles road registration is current	
The designated driver of the vehicle has checked the safe condition and operation of <ul style="list-style-type: none"> • Tyres, brakes, indicators, lights, windscreen wipers, doors and window 	
Vehicle restraints have been checked, ensuring they are in good and safe working order [if applicable]	
The designated driver of the vehicle has a current licence appropriate for the vehicle type/ class	
The designated driver is not under the influence of alcohol or drugs and is in a fit state to drive. This is inclusive of medication that has a sedative effect. (The driver should be willing to take a drug and/or alcohol test at any time.)	
The vehicle has been checked to ensure there is enough fuel for the journey to be completed	
The designated driver has checked and is familiar with the route to be taken	
A <i>Transportation Attendance Record</i> has been provided to the designated educator who has checked the number of children on the bus/vehicle does not exceed the legal limit	
Educators maintain educator to child ratios at all times during transportation	
Adequate and effective supervision for all children is provided (consider age, ability of children)	
The designated educator is aware of their responsibility for the children	
A suitably equipped, fully stocked first aid kit is easily accessible during transportation	
The designated driver or educator holds First Aid qualifications including- approved emergency asthma management and approved anaphylaxis management training (R136)	
A fully charged mobile phone is available during transportation	
Medical Condition Plans, medical risk assessments and any other health care plans for individual children are available during transportation	
Medication for identified children/staff members is easily accessible (i.e., Epi-pen, asthma inhaler)	

An emergency contact list is available for each child and educator/staff member	
Emergency contact information is available for emergency services	

PICKING UP CHILDREN	✓
The vehicle has been parked in a safe and secure location (pre-determined)	
Educators are in their correct positions when picking up children (pre-determined)	
The designated educator has checked for messages from families to gain an accurate <i>Transportation Attendance Record</i>	
The designated educator has signed children into the attendance record (or electronic attendance record) noting the time children enter the vehicle (for collection from school/home)	
The designated educator/Nominated Supervisor has recorded how each child was accounted for as they embarked/entered the vehicle on the <i>Transportation Attendance Record</i>	
Children were supervised as they entered the vehicle/bus and ushered to seating positions	
Each individual child has been secured using the fitted child restraints/seat belts	
The designated educator has checked children's attendance before departure	
Educators have discussed safety rules with the children	
Educators undertake regular attendance checks to account for all children	
Children are seated and remain in their restraints or seats for the journey	
Was there any inappropriate behaviour? If so, families have been notified	
Were there any issues or incidents causing a delay to the regular schedule? If so, families have been notified.	
Educators are to ensure effective and adequate supervision is maintained during transportation of children	

DROPPING-OFF CHILDREN	✓
The vehicle has been parked in a safe and secure location (pre-determined)	
Educators move to their designated positions when the children disembark from the vehicle	
The designated educator has checked the children's attendance as they disembark from the vehicle, ensuring all children are accounted for as they are assembled (pre-determined location)	
Children are effectively and adequately supervised at all times	
The designated educator/Nominated Supervisor has recorded how each child was accounted for as they disembarked/exited the vehicle on the <i>Transportation Attendance Record</i>	
The designated educator has conducted a head count when children enter the service, using the <i>Transportation Attendance Record</i> to cross-reference check (delivery of children to the service)	
The designated educator has signed children out of the attendance record (or electronic attendance record) noting the time children exit the vehicle (delivery of children to school/home)	

If a parent is not available at the pre-determined delivery point, the <i>Missing Child During Regular Transportation Procedure</i> will be followed	
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POST TRIP VEHICLE CHECK	✓
The designated educator/Nominated Supervisor has conducted a final check and visual inspection of the vehicle, including checking the interior of the vehicle; around and under seats, storage areas and under the vehicle ensuring there are no children or belongings left behind (educator may be required to take a photograph on a mobile phone to provide evidence that no child is left on the vehicle)	
A secondary staff member has conducted a final check and visual inspection of the vehicle; around and under seats, storage areas and under the vehicle, ensuring there are no children or belongings left behind (best practice)	
The designated educator/Nominated Supervisor has confirmed the interior of the vehicle was checked and there are no children or belongings left on the vehicle, signing the <i>Transportation Attendance Record</i>	
The secondary staff member has confirmed there are no children or belongings left on the vehicle, signing the <i>Transportation Attendance Record</i> and conducting a head count (best practice)	
The designated educator, together with educators accompany the children into the Service/required destination	
If a child is unaccounted for following return to service, the <i>Missing Child During Regular Transportation Procedure</i> will be followed	
The designated driver will ensure windows and doors are locked so children cannot enter the vehicle	
The designated driver is to store the vehicle keys in a secure location within the service, inaccessible to children	

I acknowledge that all steps of the Vehicle/Bus Transport Procedure have been completed

Nominated Supervisor/ Responsible Person	Full name: Signature:	Date:
Designated Educator	Full name: Signature:	Date:
Secondary Educator	Full name: Signature:	Date:
Designated Driver	Full name: Signature:	Date:

MISSING CHILD DURING REGULAR TRANSPORTATION PROCEDURE

Transportation of children is sometimes provided as part of our education and care service. Our Service has a would need a hire a bus for transportation for an educational excursion. As of March 2023. We do not provide regular transportation for children. If this did become actual in the future this form will be revisited.

Working in conjunction with the *Safe Transportation Policy and Delivery of Children to, and Collection from education and Care Service Premises Policy*, this procedure provides detailed steps for educators to follow in the event a child is missing or unaccounted for at any time while being transported or arranged by the service.

*Education and Care Services National Law or Regulations (R.85, 98, 99. 100, 101, 102a, 102b, 102c, 102d, 102e, 102f, 123, 136, 158, 161, 168(2)(g), 170, 177) NQS QA 2: Element 2.1.2 Health practices and procedures
Related Policy: Safe Transportation Policy, Delivery of Children to, and Collection from education and Care Service Premises Policy and Lockdown Policy*

PRIOR TO REGULAR TRANSPORTATION		
1	The designated educator will ensure a fully charged mobile phone is available during the regular transportation	
2	The Nominated Supervisor will ensure an updated <i>Transportation Attendance Record</i> is completed prior to the regular transportation run, including records of child absences	
3	Parents will be informed that they must notify the Service if their child is going to be absent and will not require transport	
4	The designated educator will collect the transport attendance record prior to leaving the service, including any updated absence changes	
5	The designated educator will complete the <i>Transport Pick up/Drop off Checklist; Pre-trip Vehicle Check</i>	
6	The designated educator will ensure an up-to-date emergency contact list for staff and children is available	
7	The designated educator will ensure school contact details are up-to-date and available	
8	Educators, including the designated driver, supervising and accompanying children during transportation to and from the service, will receive practical training on excursion and safe transportation procedures prior to leaving the service	

MISSING/ UNACCOUNTABLE CHILD – IF NOT AT BOOKED IN PICK UP POINT		
1	The designated educator will sign children into the attendance roll upon collection, any child/children who are booked in for collection but not present at the pre-determined collection point will be deemed as 'missing' or unaccountable	
2	The designated educator will check the <i>Transportation Attendance Record</i> for recorded absences	
The following steps will be completed if a child is missing or unaccounted for:		
3	The designated educator will contact the service to determine if the parent has advised of child's absence	
4	The designated educator will contact the school to determine: <ul style="list-style-type: none"> - if the child attend school that day - if there are any changes to the child's attendance or pick up schedule - if there is any communication regarding transportation to the service or - any information regarding the child's location 	
5	The designated educator will contact the parent to determine the child's location	
6	The designated educator will contact the child's emergency contacts to determine the child's location	
7	The designated educator will contact the Nominated Supervisor or Responsible Person to advise of the situation	
8	The designated educator will contact the school and advise of the situation and ask for assistance to search for the missing child	
9	The designated educator will contact police on 000 or [0354820099] to advise of the missing or unaccounted child	
10	The driver will conduct a search of the immediate area	
11	The designated educator will liaise with Police and emergency services as required	
12	The designated educator will contact the Nominated Supervisor/Responsible Person to determine when educators and remaining children are to continue the regular transportation to the service	
13	The designated educator is to complete an incident, injury, trauma and accident record upon return to the service	
14	The Nominated Supervisor is to remain in contact with the child's parents and Police/emergency services for updates regarding the child's location	
15	The Nominated Supervisor is to advise the regulatory authority of a serious incident through the NQITS within 24 hours	

CHILD/PARENT NOT PRESENT AT PRE-DETERMINED COLLECTION POINT – Home pick-up		
1	The designated educator will attempt to contact the parent to determine if the child requires transportation	
2	The designated educator will contact the Nominated Supervisor/Responsible Person to determine if contact has been made by the parent	
3	The designated educator will advise the Nominated Supervisor/Responsible Person of the situation and continue with the regular transportation run	
4	The designated educator will document the absence on the attendance record	
5	The designated educator will advise Nominated Supervisor/Responsible Person and lead educator at the service that the child was not collected by regular transport	

PARENT NOT PRESENT FOR DELIVERY OF CHILD – Home drop-off		
1	The designated educator will attempt to contact the parent and determine the parents' location and advise of the situation	
2	If the parent is unable to be contacted the designated educator will contact the Nominated Supervisor/Responsible Person and advise of the situation	
3	The designated educator will continue with the regular transport run with the child remaining on the vehicle	
4	The Nominated Supervisor/Responsible Person will continue to attempt to contact the parent and advise the child will be available for collection from the service at the return of the transportation run	
5	The designated educator will advise the lead educator at the service of the situation	
6	If the child remains at the service following close of operation educators will follow the <i>Children's Departure Procedure, Late collection of children</i>	

CHILD MISSING FOLLOWING REGULAR TRANSPORTATION		
1	The designated educator will sign children into the attendance record upon collection from the pre-determined collection point (i.e., after school pick up or home pick up)	
2	The designated educator will record how each child was accounted for as they embarked/entered the vehicle (best practice) on the <i>Transportation Attendance Record</i>	
3	The designated educator will conduct a head count and check attendance roll as children exit the vehicle/bus	
4	The designated educator will record how each child was accounted for as they disembarked/exited the vehicle at the service on the <i>Transportation Attendance Record</i>	
5	The designated educator will conduct a second head count and check the attendance roll as children have entered the service into the supervised area	
6	The designated educator will conduct a final sweep of the vehicle once all children have exited the vehicle, checking the interior of the bus, on and under seats to ensure there are no children or belongings left behind	
7	The designated educator will complete the Transport pick up/drop off Checklist; <i>Post trip vehicle check</i>	
The following steps will be completed if a child is missing or unaccounted for:		

8	The designated educator will check the transport attendance record and attendance record to determine if the child was marked as absent or if the child was collected from the collection point	
9	The designated educator will conduct a check of the vehicle/bus for the location of child	
10	The Nominated Supervisor/ Responsible Person will notify all educators and staff of the missing child	
11	Educators are to implement the <i>Lockdown Policy</i> to ensure all children are accounted for and to maintain supervision for other children.	
12	Lead educators are to confirm the number of children in attendance to the Nominated Supervisor/ Responsible Person and check sign out register to ensure the child has not been collected by a parent/authorised person	
13	The Nominated Supervisor/Responsible Person will arrange or conduct a search of the service buildings, storerooms, cupboards, fixed play equipment, cubby houses, sheds and outdoor areas. Ensure all exit doors and gates are closed and locked	
14	The Nominated Supervisor/Responsible Person will contact parents to advise of the situation and determine the location of the child	
15	If the missing child has not be located within 10 minutes , the Nominated Supervisor/ Responsible Person will notify the Police by calling 000 or [0354820099] to advise of the missing or unaccounted child	
16	The Nominated Supervisor will liaise with Police, emergency services and parents/guardians as required	
17	The Nominated Supervisor/Responsible Person is to complete an incident, injury, trauma and accident record upon return to the service	
18	The Nominated Supervisor is to remain in contact with the child's parents and Police/emergency services for updates regarding the child's location	
19	Relevant educators and staff in the missing child's room are to complete a detailed statement, explaining the incident that has occurred. This must be done on the same day and include the date and time along with signature of person who has written the statement.	
20	The Nominated Supervisor is to advise the regulatory authority of a serious incident through the NQITS within 24 hours	

The template above is a guide only and services must edit to reflect practices that are accurate and relevant to their context, statement of philosophy and physical environment.

REVIEW OF PROCEDURE			
Date procedure created		To be reviewed	
Approved by		Signature	
Procedure Reviewed Date	Modifications/Changes		
MARCH 2023	Procedure added in line with new regulations and requirements commencing 1 March 2023. Reference to regulations 102(e), 102 (f) and 177 added to procedure.		

