

## 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 Regulations

Reg. 89	First aid kits
Reg. 99	Children leaving the education and care service premises
Reg. 100	Risk assessment must be conducted before excursion
Reg. 102	Authorisation for excursions
Reg. 168	Education and care service must have policies and procedures

### My Time, Our Place

LO. 1	Children feel safe, secure and supported
LO. 3	Children take increasing responsibility for their own health and physical wellbeing

### Policy Statement

We believe in the child's right to feel safe while travelling to and from school and 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.

### Related Policies

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

## Procedure

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).

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

- The child's name
- The reason the child is to be transported
- If the authorisation is for regular transportation, a description of when the child is to be transported
- If the authorisation 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 the law of each jurisdiction in which the children are being transported.

A risk assessment will be conducted prior to any activities which require the use of transportation.

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 Responsible Person on duty 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, 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, 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 head count on a regular basis
- assist children with getting on and off the mode of transport
- ensure that all children are accounted for before allowing the vehicle to leave

### **When transporting children by foot, educators will:**

- 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
- remain 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

Children should be made aware of all the road rules associated with all the modes of transport. 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
- Kidsafe NSW

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