

Transport Policy

Aim

Imaginations protects the rights of children and families to have safe and responsible transport arrangements whilst being cared for in our service, by requiring Educators to be aware all transporting requirements and meet regulations and laws by adhering to our established procedures.

Legislative Requirements

- Education & Care Services National Regulations 2011
- NSW Government - Transport
- Education & Care Services National Law
- National Quality Standards 2018 Quality Area 2 Health and Safety

Commencement

This policy is effective from 1 October 2020.

Risk Assessment

Children are considered to be under the care of an education and care service at the point the service is taken to assume responsibility for their care and wellbeing, therefore transportation provided by or arranged by the service requires a transportation risk assessment. The transportation risk assessment must identify and assess risks and specify how the identified risks will be managed and minimised. A transportation risk assessment must include:

- The proposed route and duration of the transportation
- The proposed pick-up location and destination
- The means of transport
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- Any water hazards
- The number of adults and children involved in the transportation
- Given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required;
- Whether any items should be readily available during transportation; example, mobile phone and a list of emergency contact numbers for the children being transported.
- The process for entering and exiting— the education and care service premises; and (ii) the pick-up location or destination (as required);
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

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Risks should be evaluated each time children are transported unless the transportation is 'regular transportation'. 'Regular transportation' 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. A regular transportation risk assessment is to be conducted every 12 months.

Parent/Guardian Permission

A child being educated and cared for by the service is not to be transported by the service or on transportation arranged by the service unless written authorisation has been given. Authorisation for a child to be transported must be 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 before and must state—

- 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;
- The anticipated number of children likely to be transported;
- The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation;
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported;
- That a risk assessment has been prepared and is available at the education and care service;
- That written policies and procedures for transporting children are available at the education and care service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12 month period. Note: When transporting children as part of an excursion please refer to Excursion Policy.

Safety

Children should never be left alone in a vehicle, even for short periods. This includes paying for petrol or picking up another child.

Educators are to follow the road rules at all times whilst children are in the vehicle, including no use of mobile phones unless the vehicle is pulled over to the side of the road and the ignition is turned off.

Educators are to have a current full Australian Drivers License which is to be kept on them when driving with a copy held at the centre.

Authorised Vehicles

This policy applies to the bus operated by the centre. The bus must be kept in good repair with regular maintenance checks as per manufacturer guidelines and be kept clean and tidy. Private motor vehicles should only be used in emergency situations and must also be kept in good repair and be kept clean and tidy.

Current registration and insurance certificates are to be maintained.

Child Restraints

Educators are to ensure that all children who travel in vehicles use the correct child care restraints depending on age, weight and height. Whilst laws are based on age there are provisions to allow a child to use other child care restraints depending on their weight and size. Discussions between families and Educators should take place to determine what size child care restraint a child needs especially if the child is not using the one designed for the age of the child.

Educators must use car seats that have not been in an accident, meet Australian Standards, have not expired, are in good condition, have no tears in any of the restraints, seat has not cracks or other damage and used in the correct manner as stated by manufactories instructions. A child car seat should not be used if it is more than 10 years old.

When using child care restraints Educators must follow the laws as set out by NSW Government – Transport Laws

- Children up to the age of six months must be secured in an approved rearward facing restraint
- Children aged from six months old but under four years old must be secured in either a rear or forward facing approved child restraint with an inbuilt harness
- Children under four years old cannot travel in the front seat of a vehicle with two or more rows
- Children aged from four years old but under seven years old must be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat
- Children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat

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- Children aged from seven years old but under 13 years old who are too small to be restrained by a seatbelt properly adjusted and fastened are strongly recommended to use an approved booster seat
- Children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened. If a child is too small for the child restraint specified for their age, they should be kept in their current child restraint until it is safe for them to move to the next level. If a child is too large for the child restraint specified for their age, they may move to the next level of child restraint upon discussions with the family.

Only one child should be placed in each child care restraint.

Embarking and Disembarking Procedures

Transportation to Centre (including After School Care):

- Educator to be aware of children attending care prior to collection by observing roll.
- Head count to occur as children embark on transport, if head count does not match with the roll then the roll is to be called to ascertain who is missing or extra.
- When disembarking vehicle conduct a head count to ensure all children are accounted for. Bus to be physically checked by driver to ensure all children have disembarked.
- Once at Centre complete roll call to ascertain all children are accounted for.
- Children to be signed in to care.

Transportation from Centre (including Before School Care):

- Conduct a roll call to ascertain all children are on premises and accounted for.
- Children to be signed out of care.
- Children are to be grouped together inside the Centre and lead to vehicle in an orderly manner.
- Head count to occur as children embark on transport, if head count does not match with the roll then the roll is to be called to ascertain who is missing or extra
- On return to Centre vehicle to be thoroughly checked to ensure no children remain in the vehicle. Driver to physically check inside the bus to make sure all children have disembarked before entering centre.

Accidents

In the event of a motor vehicle accident:

- Stop immediately and give as much help as possible
- Switch off ignition and switch on hazard lights
- Relocate anyone involved in the crash to safety away from road
- Call police, 000 if
 - Person is trapped, killed or injured
 - A bus or truck needs to be towed away
 - They are needed to direct traffic or deal with hazards
 - A person fails to stop or exchange information
 - Any driver is believed to be under the influence of alcohol or drugs
 - If driver is injured and children need supervision
- If police do not attend the crash scene, you must report the crash as soon as possible after leaving the crash site to the Police Assistance Line on 131444 where:
 - Either car needs to be towed
 - You are unable to provide particulars to the owner
 - There is damage to property or injured animals
- Police do not need to be notified of a crash when there are no injuries and the vehicles involved do not require towing. However, if someone is later treated for an injury (related to the crash), then call the Police Assistance Line on 131444.
- Ensure to call the Nominated Supervisor immediately for assistance to help attend and to call parents should you need assistance.
- Complete an incident report and ensure to inform Department of education.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Policy Created: 1 October 2020

Update due: 1 October 2021