



# SAFE TRANSPORT PROCEDURE

2023

The  
After  
School  
Klub

# SAFE TRANSPORTATION OF CHILDREN POLICY 2020

## Regulations

- Definition regular transportation – regulation 4(1)
- Transport risk assessment must be conducted before service transports child – regulation 102B  
Conduct of risk assessment for transporting of children by the education and care service – regulation 102C
- Authorisation for service to transport children – regulation 102D
- Education and care service must have policies and procedures (transportation) – regulation 168(2)(ga)

## Aim:

To inform all within the education and care service of their responsibilities to ensure children's safety during periods of transportation, including the approved provider, nominated supervisor, educators, families and other stakeholders.

- Children have the right to be protected from harm and hazards when being transported and the service has a legal responsibility to ensure this protection.
- The service considers that periods of transport carry additional risks and have greater potential for harm than providing education and care within the service environment.
- The service is committed to ensuring children's health, safety and wellbeing and protecting them from harm and hazards.
- The service will conduct risk assessments specific to transporting children and implement appropriate risk management and minimisation strategies.
- Educators will closely supervise children at all stages of the transportation process.
- No child will be transported without written authorisation from a parent/carer.
- The National Law and Regulations, NSW Road Rules 2014, NSW Road Transport Act 2013, other relevant legislation and best practice guidelines for transporting children safely will be adhered to at all times

## Procedures when planning Transportation

Risk management and minimisation strategies will be implemented to ensure that every reasonable precaution is taken to ensure children's health, safety and wellbeing during transportation.

The number of educators needed while transporting children will be determined as part of the risk assessment and management process. Consideration will include, but not be limited to:

- The number, age and ability of children
- The number and physical positioning of educators
- Visibility and accessibility in the vehicle
- Risks in the environment, location or while travelling
- Any previous risk assessment
- The experience, knowledge and skill of each educator
- Compliance with National Law and regulations

The approved provider will ensure the number of children being educated and cared for by the service does not exceed the maximum number of children specified in the service approval no matter where the children are located, including while they are being transported by the service.

Written authorisation for transportation will be obtained from each child's parent or authorised nominee and will include:

- Child's name
- Reason for transportation
- For regular transport, a description of when child is to be transported
- For transport that is not regular, the date of transportation
- Description of collection/delivery locations
- Means of transport
- Timing and duration of transportation
- Number of children being transported
- Number of supervising adults
- Requirements for seatbelts or safety restraints
- Notification that the prepared risk assessment and the *Safe Transportation of Children Policy and Procedures* are available to view at the service.

For regular transportation, authorisation will be obtained annually or when the risk assessment is amended. For transport that is not regular, authorisation will be obtained each time transport is to be used. For regular transport runs, Australian Standards (AS/NZS 1754) approved child car seats and booster seats will be installed in the service vehicle by an Authorised Restraint Fitter; educators transporting children will receive advice on how to check and adjust seats and seatbelts to fit individual children.

## Procedures when providing Transportation

Vehicles used to transport children as part of the service (including private vehicles) will be initially checked, then checked quarterly, to ensure they are:

- Registered
- CTP insured
- Comprehensively insured
- Regularly maintained

Educators conducting the transport run will ensure all children under the age of seven years are restrained correctly in Australian Standards (AS/NZS 1754) approved child car seats or booster seats suitable for each child's age and size. Educators will ensure children seven years and older are restrained in the safest way possible for their size either in a booster seat with a lap sash seatbelt or with a lap sash seatbelt only.

- A fully stocked first aid kit including emergency asthma and anaphylaxis medications
- A charged mobile phone and/or satellite phone
- Medication, health plans and risk assessments for individual children
- Emergency contact details for children being transported
- Contact details of the service including an emergency contact number
- Accurate, current attendance records for each transport run

Any educator, staff member or volunteer involved in transporting children will have a current Working with Children Check and will be inducted into the requirements outlined in the *Safe Transportation of Children Policy and Procedures*.

- Children being transported will be accompanied by at least one staff member with approved and current:
  - First aid qualifications, and
  - anaphylaxis management training, and
  - emergency asthma management training

Any driver transporting children will have, at minimum, a current and valid C class driver licence and be in a fit and proper state to drive. Provisional licence holders will not drive any vehicle used to transport children as part of the service. Educators or staff driving larger vehicles to transport children must hold the relevant licence for the vehicle classification.

## **Procedure when moving Children TO and FROM the vehicle**

- Educators will park the vehicle as close as possible to the collection/delivery location to avoid the need for children to cross roads or walk through traffic areas, including car parks and driveways, where ever possible.
- Educators will choose the safest route possible for walking children to and from the vehicle as determined by the risk assessment.
- Educators will talk with children about safe practices and actively supervise them when moving to and from the vehicle. Supervision will take into account children's age and development and their capacity to recognise and react to risks.

## **Procedure when departing the service with Children**

Before leaving the service building, an educator will conduct an attendance check and mark each child's name on the attendance record. A head count will be conducted.

## **Procedure when arriving at the service**

An educator will conduct an attendance check prior to exiting the vehicle. This will be cross checked against the record of children boarding the vehicle. A head count will be conducted.

On entering the service an educator from the vehicle will record children's attendance at the service and conduct a head count.

After every transport run the driver of the vehicle will conduct a thorough check to ensure no child remains in or near the vehicle. The check will include:

- visual inspection of all areas of the vehicle:
  - All seats including the driver's seat
  - Under seats
  - Storage areas
  - Under the vehicle

On conclusion of the transport service the driver will park the vehicle in the designated shaded parking area. The driver will ensure windows and doors are locked so as not to allow entry and will store the keys in the office out of reach of children.

## **Procedure when children are collected from/delivered to School by the service**

- The vehicle will be parked on the same side of the road as the school and as close as possible to the school gate as determined by the risk assessment.
- An Educator will walk children to the school gate or collect form the school gate. Supervision will take into account children's age and development and their capacity to recognise and react to risks.
- An educator will mark attendance record to ensure children being delivered/collected to school are all accounted for. A head count will be conducted. Children will be recorded as having left the care/arrive at the care of the service with the date and time of delivery at school using ESI



- Educators will not move children to OR from the vehicle until all children being transported are present at the meeting place and signed into the care of the service through ESI
- Parents/carers are responsible for contacting the service as soon as possible if the child is not attending OSHC. When notified of non-attendance by the family the child's name will be removed from ESI (attendance record) for that run
- If a child does not present at the meeting point by 3.15pm the '*Sign in and Out Procedure*' Will be followed.

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**Bus Procedure – as follows March 1<sup>st</sup>, 2023.**

*Following an update to the Education and Care Services National Regulations, educators and drivers must follow a strict pick-up and drop-off procedure to ensure child safety.*

*It is essential, as a TASK educator or driver, to ensure you understand and adhere to the bus pick-up and drop-off procedures.*

**Checklist:**

The Safe Transportation document needs to be completed before, during and after transport. There are multiple sections to complete. Each section will state when it needs to be completed and by whom. Each person is responsible for their section on the Safe Transportation document. After the document has been completed, it needs to be signed by all staff involved.

**RESPONSIBILITY**

**Driver:**

The driver is responsible for ensuring the *Vehicle Safety Checklist* on the Safe Transportation document is completed before other staff and children embark the vehicle., ensuring any defects are reported to management immediately. Photo evidence of defects must be sent through to [services@task-kids.com.au](mailto:services@task-kids.com.au)

Each section on the Safe Transportation document in blue is for the driver to complete. Once all sections are completed in correct order the driver is to sign the document verifying that the content that they are signing is correct.

**Educator:**

The educator is responsible for ensuring that all necessary equipment is packed, any route changes have been notified to management, and that they are familiar with the risk assessment and the children's drop-off and pick-off location. They must also ensure they have access to ESI, Hubhello and Dropbox to make certain, the attendance roll, emergency contact details and medical management can be accessed.

Each section on the Safe Transportation document in yellow, and purple is for the educator to complete. Once all sections are completed in correct order the educator is to sign the document verifying that the content that they are signing is correct.

# TASK BUS PICK-UP AND DROP-OFF PROCEDURE

## PREPARING FOR SAFE TRANSPORT

### 1 DRIVER

Bus Safety Checklist **MUST** be completed before other staff and children embark the vehicle.

Any defects must be reported to management.



### 2 EDUCATOR

The 'before embarking' section on the Safe Transportation document must be completed before leaving the service location.

Ensure all necessary equipment is packed.



### 3 SCHOOL PICK UP

- Collect the children from meeting spot
- **As you collect children from the meeting spot you should sign them in on ESI**
- Supervise the children
- Keep them together and engaged



### 4



### ARE ALL CHILDREN ACCOUNTED FOR?



If a child fails to arrive at the meeting spot, the following steps must be taken as soon as practicable:

- Contact the child's emergency contact to find location of the child
- Contact TASK Central to let them know
- If applicable, ask the school if the child was absent
- **Do not leave the school until the child's location is confirmed**

When all children are accounted for at the meeting spot, the following steps can be taken:

- Walk the children safely to the bus
- **Educator must sign children onto the bus using the roll call function on ESI**
- Make sure the children are walking onto the bus, using hand railing if available
- Make sure the children are sitting on a seat, ready for roll call

## EMBARKING & DISEMBARKING

### 5 EDUCATOR

- **The educator must do a second roll call when the children are seated on the bus**
- In the bottom box, write the reason for the roll call 'embarking from....en route to....'

### 6 EDUCATOR & DRIVER

The bus only leaves the school when all children are accounted for

### 7 EDUCATOR - DISEMBARKING

- Once arrived, children are to be signed out of ESI and delivered to service staff who will then sign the children into service on ESI
- Children remaining on the bus will be supervised by the driver
- **If there are remaining children on the bus to go to another location, a roll call must be done before departing. Write the reason for the roll call 'departing from....en route to....'**

### 8 MULTIPLE LOCATIONS

If picking up from multiple locations, repeat the following steps 3 to 7, at each location.

### 9 DRIVER & EDUCATOR

The driver and educator **MUST** check the interior of the vehicle to confirm no children are remaining on the vehicle, after all children have disembarked.