

# Transport

## Policy Statement

Children traveling to and from the Service and on excursions should be safely transitioned between the care environment and activities. All modes of transportation undertaken will be safe and comply with all the required regulations.

## Policy Considerations

- National Quality Standards/Elements: 2.2.1 (Supervision), 6.2.1 (Transitions)
- Road and Transport Regulations
- Authorisation policy
- Education and Care Services National Amendment Regulations 2022

## Procedure

- Excursion and transport authorisations will be sought as outlined in the Authorisations Policy.
- Children will be made aware of all the rules associated with all the modes of transport before departing. Staff are to enforce these rules as required and appropriate.

## Transportation via vehicle

- The Service uses third-party transport organisations for all transportation via bus. Vehicles are maintained by the transport provider who is responsible for ensuring the vehicles comply with the appropriate road and transport regulations.
- Children will be required to remain seated and not behave in a dangerous or distracting manner. The driver will be supported by staff to ensure the safety of transportation including stopping the vehicle if necessary.
- Transition onto and off of provided transport should occur in a safe location.
- The expected number of attendees will be used to calculate the number of buses required for transportation. The driver will be responsible for ensuring that the vehicle is not overloaded. Bus/es should not leave until all children are accounted for.
- The Service Coordinator may provide the service phone number to the driver and request the driver's phone number to allow for communication, confirm pick up locations and timings.
- In the case of a vehicle breakdown the staff member in charge or the driver will:
  - a) phone the Service to inform the Coordinator
  - b) the Coordinator and the staff member will discuss suitable alternative transport and organise for this to be undertaken
  - c) ensure that the children are kept safe at all times
  - d) the Coordinator will inform the parents of the breakdown if necessary.
- In the case of a vehicle accident the staff member in charge or the driver will:
  - a) check to see if any children or staff are hurt, conduct first aid and phone for an ambulance if necessary
  - b) comfort and calm the children
  - c) ensure that the children are safe at all times
  - d) take the required details of the other driver involved: name, contact, registration number, driver's license, insurer and any damage made to either vehicle
  - e) Phone the Service to inform the Coordinator and Director, and organise alternative transport

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- f) phone the police if necessary
- g) complete an incident report on return to the Service.
- h) Notify families of the incident and ensure that all the appropriate incident procedures are undertaken.
- Where possible a mobile phone should be carried in case of an accident or emergency and children should be instructed to stay with the vehicle until assistance arrives. The Service's details should always be carried in the vehicle.

### Transportation via foot

When transporting children by foot staff should:

- Seek to take the safest route.
- Support children to cross the road at the crossing or lights where available, and obey the road rules. Children should only cross roads under direct supervision and as directed by educators.
- Undertake extreme care crossing all roads.
- Keep children together as a group and walk in line on pavements or paths where possible.
- Encourage children to take appropriate wet weather gear, jackets or sun hats.

### Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
14/07/2020	Full review
25/11/2021	Authorisation Policy reference added
22/02/2023	Full review, updated to reflect new regulations commencing 01/03/2023

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