

Safe Transportation of Children Policy

Purpose

Transport is included as part of the education and care service to ensure access to Before and After School Care for children from surrounding schools and also to extend on learning and development of children by providing experiences such as excursions during Vacation Care and on occasion during After School Care.

Children have the right to be and feel safe while on transport provided by Peak Sports and Learning. The service will take maximum safety precautionary measures to ensure safety and minimise risks while accessing transport. Appropriate authorisation will be obtained before a child travels on any type of transport. All vehicles used need to comply with the appropriate legislation and regulations. Proof of appropriate licence class and Driver Declarations will be completed for all bus drivers.

Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
Section 165, 167 Regulations 24, 89, 99, 100, 101, 102, 102B, 102C, 102D, 102E, 102F, 122, 123, 136, 158, 168, 170, 171, 172, 175, 177	Quality Area 2 Elements: 2.1.1, 2.2.1, 2.2.2 Quality Area 4 Standard: 4.1 Quality Area 7 Standard: 7.1.2	- Delivery & Collection of Children - Excursion & On-site Activity Policy - Safety Policy - Incidents, Injury, Trauma and Illness Policy - Staffing Ratios Policy - Peak Sports & Learning Transportation Safety Management Plan - Authorisation for Regular Transportation form - Child Protection Policy	Duty of Care NSW Legislation Road Rules 2014 All vehicles used must be registered in New South Wales Child Safe Standards: 1, 3, 8, 10

The Approved Provider will:

- Where a bus driver is employed by the service to drive vehicles that are part of the service's privately owned fleet, the approved provider will:
 - Ensure bus drivers are adequately trained and licensed to drive the designated vehicle.
 - Ensure bus drivers have read and understand the 'Position Description and Procedures for Bus Drivers' document.
 - Have a designated maintenance management plan.
 - Ensure that predeparture and closedown safety checks are completed for each and every use of the vehicle.
 - Where possible, ensure buses are fitted with working dash cameras to record the inside of the bus while the vehicle is in use.
 - Ensure dash camera footage is only used in the event of an incident or accident.

- Ensure that each bus contains a copy of the Transport Safety Management Plan, risk assessment and potential emergency procedures for the bus run.
- Liaise with educators and bus drivers to ensure that risk management is part of daily practice and that procedures are developed and maintained to implement policies, record and review hazards.
- Ensure that the vehicles being used to transport children are safe, secure and appropriate for their designed use including being registered, roadworthy and insured.
- Ensure bus drivers/educators are given daily rolls with the collection/drop off of children.
- Ensure bus drivers/educators have access to children's details, family details and emergency contacts for children.
- Where an independent fleet company is utilised for the transport of children, the approved provider will:
 - Ensure the third party transport company provides the service with:
 - Is an accredited service operator meeting the accreditation starts of the Passenger Transport Act 1990.
 - Confirmation of Insurance
 - Confirmation that bus drivers are screen appropriately with working with children checks and have current clearance.
 - Any relevant risk assessments as conducted by the fleet company.

The Nominated Supervisor will:

- Ensure a Transport Safety Management Plan is created and regularly updated for services that provide transportation for the purpose of either regular transport for Before and After School Care or Excursions.
- Conduct a risk assessment to determine potential risks that may be relevant to the education and care service during the regular transport of children. Ensure this is updated if any changes occur or at minimum, annually.
- Ensure that excursions planned have a clear link to child's interests, development and the education program.
- Conduct a risk assessment prior to all planned excursions that involve transportation of children.
- Provide bus drivers with designated routes for the purposes of before school care and after school care and all excursions.
- Ensure a bus educator, or someone other than the bus driver, completes an Embarking and Disembarking record for each transport journey. This record must confirm each child has been accounted for and the interior of the vehicle has been checked and no children are left on the vehicle.
- Ensure that if a centre-based and intends to start offering or arranging regular transportation, or decides to no longer offer or ceases to provide regular transport, that the regulatory authority with be notified.

Bus Drivers / Educators will:

- Complete predeparture and closedown safety checks for each and every use of the vehicle.
- Ensure the vehicle is clean and tidy.
- Be appropriately licensed and trained to drive the vehicle for the transportation of children.
- Have read and understand the 'Position Description and Procedures for Bus Drivers' document. Following all procedures at all times.

- Be familiar with Transport Safety Management Plan, risk assessment and potential emergency procedures for the bus run.
- Be familiar with school opening and finishing times and the route to take.
- Follow child protection policies of Peak Sports and Learning.
- Not put themselves or others at risk at any time when seeking to reduce or remove potential hazards.
- Be encouraged to complete first aid training and professional development to increase their awareness of risk management.

Regular Transportation

Regular transportation is the transportation 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. Regular transportation occurs primarily during school term, where children from surrounding schools are transported to and from their respective schools and the service for the purpose of accessing before and after school care.

Risk Assessment for Regular Transportation

A risk assessment has been conducted and is reviewed at minimum annually and is available to parents and carers at the service. The risk assessment for regular transportation will include:

- The proposed pick-up location and destination
- The means of transport
- Any requirements for seatbelts or safety restraints under NSW law
- The proposed route and estimated time of travel between locations
- 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
- A transport checklist of any items that should be readily available during transportation
- The process for entering and exiting the education and care service premises and the pick-up location or destination.
- Procedures for embarking and disembarking the means of transport, including a record that each child is to be accounted for on embarking and disembarking and that the interior of the vehicle has been checked and no children remain on the vehicle.

Authorisation for Regular Transportation

- 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 transportation of a child.
- Authorisation for 'regular transportation' is required to be obtained at least once every 12 month period.
- On enrolment, the parent or carer will select the option if the child requires regular transportation.
- The 'Authorisation for Regular Transportation' form is to be signed and returned to the service prior to the child using our transportation service.
- Signed authorisation forms will be uploaded and kept securely in the child's enrolment form under the Transport Authorisation section with an expiry date of 12 months from the date signed.

The 'Authorisation for Regular Transportation' form will include the following:

- Name of child
- The reason the child is to be transported
- A description of when 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 NSW law
- 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.
- Name and signature of Parent or other person appropriately authorised to sign and the date signed.

Transportation for Excursions

Excursions planned will have a clear link to child's interests, development and the education program. Where an excursion is not within safe walking distance from the centre, transportation may be used for the purpose of attending an alternate venue.

Risk Assessment for excursions that include transportation

A risk assessment will be conducted prior to an excursion and will be available to parents and carers at the service. The risk assessment will be read and acknowledged by all staff prior to the event.

The risk assessment for an excursion which includes transportation will include:

- Date(s) of excursion
- Proposed activities
- The proposed pick-up location and destination
- The means of transport
- Any requirements for seatbelts or safety restraints under NSW law
- The proposed route and estimated departure and arrival times and duration of the excursion
- 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
- A transport checklist of any items that should be readily available during transportation
- The process for entering and exiting the education and care service premises and the pick-up location or destination
- Procedures for embarking and disembarking the means of transport, including a record that each child is to be accounted for on embarking and disembarking and that the interior of the vehicle has been checked and no children remain on the vehicle.

Authorisation for excursions that include transportation

- Appropriate permission must be given for children to participate in a planned excursion at the service as per the services Excursion and On-site Activity policy.

- Where an excursion requires transportation the related permission note will include authorisation for transport for the specific event or excursion.
- 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 transportation of a child.

The Authorisation for an excursion that includes transportation will include the following:

- Name of child
- The reason the child is to be transported
- 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 NSW law
- 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.
- Name and signature of Parent or other person appropriately authorised to sign and the date signed.
- Authorisation is collected via a digital Authorisation Form in Fullybooked or where not possible, via a hard copy at the centre.

Safe Bus Transportation Procedures (Private Fleet)

To ensure the safety of educators and children:

- Appropriate authorisation depending on the nature of the transport (regular or excursion) will be obtained prior to any child using the service's transportation.
- Bus Drivers will complete pre-departure checks and close down procedures each time the bus is used as per the Transportation Safety Management Plan.
- Drivers are to be licensed to carry the required number of passengers for the purpose.
- All vehicles used by the service will comply with the appropriate road and transport regulations, will be mechanically sound, have regular maintenance and will be registered, roadworthy and insured.
- Educators on the bus will have a mobile phone, list of children's names and contact details.
- Peak Sports and Learning private fleet will use buses fitted with seat belts.
- When a vehicle is in use, all children are to remain seated with seatbelts securely fastened and Educators will check seatbelts prior to each departure.
- Children will be adequately supervised by educators on the bus in line with our Staffing Ratios Policy.
- Educators will be positioned appropriately on the bus to maximise supervision.
- Any vehicle transporting children will park in a safe location and will not require children to cross roads, where possible.
- Where the supervision of teachers at a school is not available, Educators will take responsibility for children when moving from the bus to the school or from the school to the bus.

- Educators will complete head checks at every transition where children are embarking or disembarking the bus.
- Bus Drivers or another Educator on the bus will hold first aid qualifications.
- Dash camera fitted wherever possible and to be positioned facing inside the bus. Dash camera footage to be reviewed only in the event of an incident or accident.
- Educator/bus driver will not be alone on bus with one child present.
- In the event of a late return to the Centre, every effort will be made to notify parents e.g. to arrange for a notice to be displayed at Peak Sports and Learning or to contact parents individually.
- All children have an understanding of the rules associated with bus travel. The Bus Driver and/or Educators will ensure that the children follow such rules.
- If behaviour of a child or children requires intervention, it will always be responded to by Educators on the bus and not the bus driver. If the behaviour creates a distraction for the driver, the bus will pull over where safe to do so until the behaviour is settled.
- When returning to the service, the bus Educator will ensure as part of their close down procedure that no child remains on the bus.
- A bus educator, or someone other than the bus driver, completes an Embarking and Disembarking record for each transport journey. This record must confirm each child has been accounted for and the interior of the vehicle has been checked and no children are left on the vehicle.
- The Transport Safety Management Plan will include a risk assessment that identifies potential risks and emergencies, risk minimisation strategies and procedures and guidance for Bus Drivers and Educators in the event of the emergency such as a break down, road accident, child misbehaving during transportation.

Safe Bus Transportation Procedures (External Transport Provider/Charter Bus Service)

To ensure the safety of educators and children:

- Appropriate authorisation depending on the nature of the transport (regular or excursion) will be obtained prior to any child using the service's transportation.
- Ensure the third party transport company provides the service with:
 - Certification that it is an accredited service operator meeting the accreditation starts of the Passenger Transport Act 1990.
 - Confirmation of Insurance
 - Confirmation that bus drivers are screen appropriately with working with children checks and have current clearance.
 - Any relevant risk assessments as conducted by the fleet company.
- Educators on the bus will have a mobile phone, list of children's names and contact details.
- Peak Sports and Learning will use buses fitted with seat belts or where this is not possible, ensure that suitable safety precautions are taken.
- As per NSW Laws, where a bus is fitted with seatbelts, they must be worn.
- When a vehicle is in use, all children are to remain seated with seatbelts securely fastened and Educators will check seatbelts prior to each departure.
- Children will be adequately supervised by educators on the bus in line with our Staffing Ratios Policy.
- Educators will be positioned appropriately on the bus to maximise supervision.

- Any vehicle transporting children will park in a safe location and will not require children to cross roads, where possible.
- Educators will complete head checks at every transition where children are embarking or disembarking the bus.
- In the event of a late return to the Centre, every effort will be made to notify parents e.g. to arrange for a notice to be displayed at Peak Sports and Learning or to contact parents individually.
- All children have an understanding of the rules associated with bus travel.
- If behaviour of a child or children requires intervention, it will always be responded to by Educators on the bus and not the bus driver. If the behaviour creates a distraction for the driver, the bus will pull over where safe to do so until the behaviour is settled.
- When returning to the service, the Educator will ensure as part of their close down procedure that no child remains on the bus.
- A bus educator completes an Embarking and Disembarking record for each transport journey. This record must confirm each child has been accounted for and the interior of the vehicle has been checked and no children are left on the vehicle.

Procedures for Regular Transport During Before and After School Care

This procedure outlines our approach to regular transport during Before and After School Care; however, individual sites may have specific procedures adapted to their needs, as detailed in their transport risk assessment.

During Before School Care, to ensure the safety of both educators and children, the process for exiting the service premises, as well as embarking and disembarking the vehicle, is as follows:

- Children assemble at the service door, where a headcount is conducted.
- The total number of children is verified against the sign-in tablet.
- An educator leads at the front of the line, with another at the back, escorting the children down to the bus to ensure they stay together.
- At the bus door, children line up and are counted as they carefully board, mindful of the step.
- Educators ensure that each child's seatbelt is securely fastened before departure.
- Upon arrival at each school, the roll is checked for the expected number of children, and they are counted as they disembark.
- Educators will visually confirm or, when appropriate, accompany the children to ensure they enter the school grounds safely before departing.
- Once back at the service, educators conduct a final check of the bus for any personal belongings, rubbish, or children to confirm no one is left behind.
- A bus educator completes an Embarking and Disembarking record for each transport journey, confirming that each child has been accounted for and that the vehicle interior has been checked to ensure no children remain onboard.

During After School Care, to ensure the safety of both educators and children, the process for collecting children from school, as well as embarking and disembarking the vehicle, is as follows:

- Upon arriving at the school, an educator exits the bus and proceeds to the designated bus lines within the school grounds.

- The educator liaises with the bus duty teacher, marking each child individually by confirming their names.
- Any discrepancies in attendance (missing or additional children) are promptly addressed by contacting the office and the child's parents before leaving the school.
- The educator then escorts the children to the bus, where they are recounted as they board.
- Educators check that each child's seatbelt is securely fastened before departure.
- Upon returning to the service, children remain on the bus until an educator exits and signals them to disembark.
- A headcount is conducted to ensure all children are present, and the educator performs a final inspection of the bus for any belongings, rubbish, or remaining children.
- An educator leads at the front, with another at the back, as they guide children back to the service premises.
- Once inside the service premises, a final headcount is conducted to confirm all children are safely accounted for.
- A bus educator completes an Embarking and Disembarking record for each transport journey, confirming that each child has been accounted for and that the vehicle interior has been checked to ensure no children remain onboard.

Procedures for Transportation as Part of an Excursion

This procedure outlines our approach to transporting children as part of an excursion; however, individual sites may have specific procedures tailored to their needs, as detailed in their transport risk assessment.

Exiting the Service Premises

- Children line up at the service premises door, where a headcount is conducted.
- Each child is fitted with a fluorescent wristband identifying them as part of Peak Vacation Care.
- Children are reminded of expected behaviour during transport and at the excursion venue.
- The total number of children is verified against the sign-in tablet/attendance roll.
- One educator leads at the front, with another at the back, guiding children down to the bus to ensure they stay together.

Embarking the Vehicle

- Children line up at the bus door, where they are counted as they carefully board, mindful of the step.
- An educator walks down the aisle to complete a headcount, ensuring each child is seated with their seatbelt securely fastened.
- Upon arrival at the destination, the bus parks in a safe location as close to the venue entry as possible, minimising the need for children to cross roads or driveways.

Disembarking the Vehicle

- An educator exits the bus first to supervise children as they disembark.
- The attendance roll is checked, and each child is counted off the bus and lines up.
- Another educator remains on the bus to check up and down the aisle for any personal belongings, rubbish, or children before exiting.

- Once inside the venue, an additional headcount is conducted to confirm all children are accounted for.
- A bus educator completes an Embarking and Disembarking record for each transport journey, confirming that each child has been accounted for and that the vehicle interior has been checked to ensure no children remain onboard.

Re-embarking the Vehicle

- When exiting the venue, children line up with an educator at the front and another at the back.
- The bus is positioned as close to the venue exit as possible to avoid road crossings.
- The number of children is cross-checked with the attendance roll.
- Children line up at the bus door, are counted as they board, and seatbelts are checked by an educator walking down the aisle.

Disembarking Back at the Service Premises

- Upon returning to the service, children wait on the bus until an educator exits, signaling them to disembark. They line up on the grass next to the fence.
- A final headcount is conducted to ensure all children are present.
- The bus driver performs a thorough inspection of the bus for personal property, rubbish, and to confirm no children remain onboard.

Entering the Service Premises

- An educator leads at the front of the line, with another at the back, as they guide children back to the service premises.
- Once inside, a final headcount is conducted to ensure all children are safely accounted for.
- A bus educator completes an Embarking and Disembarking record for each transport journey, confirming that each child has been accounted for and that the vehicle interior has been checked to ensure no children remain onboard.

Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2014	March 2018	Directors	Amendments to procedures as needed annually.
2	March 2018	April 2020	Directors	Version Control table introduced. Rewritten and edited to reflect 2018 updated Quality Standards.
3	March 2020	May 2020	Directors	Changes made in line with Peaks Transportation & Safety Management System. Moved to new policy review timeline.
4	May 2020	May 2021	Directors	Small amendments to wording and terms.
5	September 2021	May 2022	Directors	Addition of regular transportation definition, written authorisation requirements, risk assessment specifications in line with amended Regulations.
6	May 2022	May 2024	Directors	Inclusion of Child Safe Standards in policy review
7	February 2023	May 2024	Directors	Inclusion of Embarking and Disembarking record as per new Regulations 102E & 102F.
8	March 2024	May 2025	Directors	Inclusion of Bus Transportation Procedures for External Transport Provider.
9	July 2024	July 2025	Director	Amendments to seatbelt requirements in Charter bus section.