



TRANSPORT POLICY

(Required regulation)

Policy Statement

The safety of each child and all educators is paramount at all times. Our service will actively seek to minimize any risk associated with the transportation of children. This includes those children and accompanying educators who travel on the service buses. Proper restraint systems will be used when fitted according to current Australian Standards. The vehicle itself will be maintained according to Australian Standards.

- The guidelines in the Transportation Policy will be used to educate children, families and the community on safely transporting children, road and pedestrian safety
- Educators will assist bus drivers to ensure each child is always transported safely. The service understands that the driver maintains responsibility for road safety and ensuring each child is properly seated and restrained. All educators, have the responsibility to assist the driver and check that each child is seated and restrained appropriately, (*if restraints are fitted*) using the following guidelines. Under no circumstances will any child be transported if any of the following guidelines are not met.
- In addition to the Transportation Policy each vehicle used for the transportation of children requires a risk assessment, check list and procedure. (see “ Before School Transport” Risk Assessment, “After School Transport” Risk Assessment and Bus Procedure)

Paramountcy Statement

At our service, the best interests of the child are our first and foremost consideration in all decisions and actions.

We are committed to:

- * Prioritising children’s safety, wellbeing, and dignity at all times
- * Ensuring children are at the centre of all decisions about programs, environments, and routines.
- * Making choices based on what is best for children, even when other priorities exist.
- * Creating a safe, inclusive, and supportive environment for every child.

This principle applies to all staff, volunteers, and decisions within our service, every day.

Procedures

Management will ensure:

- a. All children travelling from one place to another must have the written consent of their Parents/Guardians. (This is outlined on the child's enrolment form)
- b. All vehicles used by the service will comply with the appropriate road and transport regulations, will be mechanically sound, have regular maintenance and have third party and comprehensive insurance.
- c. Each child's emergency contacts are updated and taken when transporting the children.

Educators and Drivers will ensure:

- a. The driver will ensure that the fuel level is sufficient to undertake the journey.
- b. Children will be required 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.
- c. That seatbelt guidelines are followed, if the bus is fitted with safety harnesses they must be worn.
- d. That the vehicle has the appropriate number of passengers for the vehicle and that it is not overloaded.
- e. An educator will carry the mobile phone, service contact name, address and contact number at all times.
- f. Educators will ensure there is an all-weather meeting place for the children to gather when being collected from school.
- g. When picking up children, the vehicle will be parked in a location which does not require children to cross roads.
- h. Educators will follow the NLDOOSH Bus procedure and comply with this policy. Deliberate failure to comply with any part of this policy is a proper basis upon which an employee may be investigated and disciplined as appropriate to each individual circumstance.

Breakdowns and Accidents:

In the case of a vehicle breakdown the educator in charge or the driver will:

- a. Phone the service to inform the Responsible Person immediately.

- b. The Responsible Person and the educator will discuss suitable alternative transport and organise for this to be undertaken.
- c. Ensure that the children are kept safe at all times, with shelter and shade for different weather conditions.
- d. The Responsible Person will inform the parents of the breakdown if necessary.

In the case of a vehicle accident the educator in charge or the driver will:

- a. Check to see if any children or educators 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. Phone the service to inform the Responsible Person or Nominated Supervisor and organise alternative transport.
- e. Phone the police if necessary.
- f. Fill in an Incident, Injury, Trauma and Illness Record (To be completed within 24 hours of accident.) A mobile phone should be carried in case of accident or emergency and children should be instructed to stay with the vehicle until assistance arrives.
- g. The Responsible Person will inform the parents of the incident, and ensure that all the appropriate accident procedures are undertaken.
- h. A review of the risk assessment will be conducted following an accident/ incident.

Insurance

- a. The transport planned must be consistent with the requirements/ exclusions of the Public Liability Cover held by the service.

General Transport Guidelines:

- a. Smoking of any substance, the intake of alcohol or the use of any illegal substance by any person while involved with the transportation of children is prohibited.
- b. Children will never be left unattended in any vehicle.
- c. When in a bus, ensure children wear belts where seat belts are fitted. Educators will assist each child to fasten and release the safety restraints on their seats if necessary.
- d. Children will be prohibited from standing or any other dangerous activities whilst in the vehicle. Children will be accompanied at all times, including to and from the vehicle.
- e. A First Aid Kit will be carried on the vehicle.

Road Safety:

Based on KidSafe Australia's guidelines, our service recognises and will follow the following information – Children are vulnerable road users.

Although children may think they can handle crossing a road by themselves, remember that children:

- a. Are easily distracted and focus on only one aspect of what is happening
- b. Are smaller and harder for drivers to see
- c. Are less predictable than other pedestrians
- d. Cannot accurately judge the speed and distance of moving vehicles
- e. Cannot accurately predict the direction sounds are coming from
- f. Are unable to cope with sudden changes in traffic conditions
- g. Do not understand abstract ideas - such as road safety
- h. Are unable to identify safe places to cross the road
- i. Tend to act inconsistently in and around traffic
- j. Children need to be accompanied and closely supervised by a parent or adult carer to keep them safer. A simple way of doing this is to hold hands.

Considerations

Name	Reference
Education and Care Services National Regulations	4(1), 102(b), 102(c), 102(d), 168 (ga), 100, 101(2)(d),102(4)
National Quality Standard	2.2, 6.1, 6.2, 7.1
Child Safe Standards	
Other NLDOOSH policies/ documentation	Providing a Child Safe Environment Delivery and Collection of Children Policy Bus Procedure Transportation Risk Assessment Before School Care Transportation Risk Assessment After School Care Transportation Authorisation
Other	<i>My Time, Our Place – Framework for School Age Care in Australia</i> , Council of Australian Governments 2011 Australian Standards (AS/NZ 2596)

Policy status

Policy developed	August 2020
Last reviewed	August 2026
Due for review	February 2028
Policy owned by	New Lambton District OOSH Inc