

[H3.9]

## Transportation Policy

**Applies to:** Educators, Families, Volunteers and children of Kariong Out of School Hours Care

**Specific responsibility:** OOSH Administrator/Nominated Supervisor, OOSH Supervisors/Responsible Persons, OOSH Staff

**Version:** 2

**Next Review:** February 2022

### Policy context:

#### Links to Regulations and Law

Children (Education and Care Services) National Law (NSW) No 104a

- Section 51 (4A): A service approval for an education and care service other than a family day care service is granted subject to a condition that the approved provider must ensure that the number of educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
- Section 165: Offence to inadequately supervise children
- Section 167: Offence relating to protection of children from harm and hazard
- Section 169: Offence relating to staffing arrangements

Education and Care Services National Regulations [2011-653]

- Regulation 13: Meaning of *working directly with children*
- Regulation 85: Incident, injury, trauma and illness policies and procedures
- Regulation 98: Telephone or other communication equipment
- Regulation 99: Children leaving the education and care service premises
- Regulation 100: Risk assessment must be conducted before excursion
- Regulation 101: Conduct of risk assessment for excursion
- Regulation 102: Authorisation for excursions
- Regulation 102B: Transport risk assessment must be conducted before service transports child
- Regulation 102C: Conduct of risk assessment for transporting of children by the education and care service

	<ul style="list-style-type: none"> <li>• Regulation 102D: Authorisation for service to transport children</li> <li>• Regulation 122: Educators must be working directly with children to be included in ratios</li> <li>• Regulation 123: Educator to child ratios – centre-based services</li> <li>• Regulation 136: First aid qualifications</li> <li>• Regulation 160: Child enrolment records to be kept by approved provider and family day care educator</li> <li>• Regulation 161: Authorisations to be kept in enrolment record</li> <li>• Regulation 170: Policies and procedures to be followed</li> <li>• Regulation 171: Policies and procedures to be kept available</li> </ul> <p>Other Legislation:</p> <ul style="list-style-type: none"> <li>• Road Rules 2014</li> <li>• Passenger Transport Act 2014 no 46</li> </ul>
<b>Links to National Quality Standards</b>	<p>QA2 Children’s Health and Safety</p> <ul style="list-style-type: none"> <li>• 2.1.1 Wellbeing and comfort</li> <li>• 2.1.2 Health practices and procedures</li> <li>• 2.2.1 Supervision</li> <li>• 2.2.2 Incident and emergency management</li> </ul>
<b>Linked Policies</b>	<p><a href="#">..\PART HVH5.7 Delivery and Collection of Children.docx</a>  <a href="#">..\PART HVH5.8 Kindy Kids Pick up Procedure.docx</a>  <a href="#">..\PART HVH5.9 Missing Child Procedure - At Pick up and At Service.docx</a>  <a href="#">Excursions Policy</a></p>
<b>Templates and forms</b>	<ul style="list-style-type: none"> <li>• Risk Assessments BSC &amp; ASC</li> <li>• Excursion Risk Assessments – Vacation Care</li> <li>• Accident, Injury, Illness reports</li> <li>• Head Codunt Sheets</li> <li>• Action &amp; Management Plans</li> <li>• Enrolment Form</li> <li>• Transportation authorisations and permission forms</li> </ul>

## Policy Statement

Transporting children is often required as part of providing an education and care service. This might be a regular occurrence such as transporting children to and from the service or a one-off event such as an excursion.

When transporting children educators have a duty of care to keep them safe and protect them from harm. All elements of the journey need to be planned. Consideration should be given to the risks associated with children walking to and from the vehicle as well as when in the vehicle.

## Procedure

- All children travelling from one place to another whilst in the care of Kariong Out of School Hours Care, must have the written consent of their parent or authorised nominee as included in the Enrolment Form.
- The all-weather meeting place when collecting the children from school is the undercover area (COLA) in front of the school canteen.

- A Head Count and roll call will be done before leaving the service in morning and the school in the afternoon.
- Children will be made aware of all rules associated with safe travel on all modes of transport. Educators will ensure all these rules are enforced. If a child cannot comply with expectations to ensure safe transport for themselves and other children, they will be excluded from activities that require transportation, with the exception of the travel to and from Kariong Public School.

#### WHEN TRAVELLING BY FOOT

- The Responsible Person of the session and all Educators will:
  - Ensure the safest route is taken (Google Map showing this route and directions will always be in the Transportation Folder)
  - Ensure the children cross the road at the crossings where possible and obey the road rules.
  - Undertake extreme care when crossing all roads.
  - Keep children together as a group and walk in line on pavements with a partner. All Educators are to remain vigilant to ensure no child runs ahead, lags too far behind the group or acts inappropriately.
  - Take appropriate wet weather gear if required.
  - Ensure all children and Educators wear a hat and High Visibility Vests
- The Responsible Person for the session will carry the Travel Backpack holding the Service Mobile Phone, First Aid Kit, the Transportation Folder containing;
  - Service's name, address & contact number
  - Contact details of the carers of each child attending that session
  - Contact details of all Educators
  - Risk Assessments for both BSC & ASC transportation (and Vacation Care where applicable)
  - Google Map showing Map & directions to/from school or Excursion destination during Vacation Care
  - Relevant Procedure forms, copies of relevant Policies
  - Action Plans & Management Plans of all children with Allergies/anaphylaxis/asthma/Health issues
  - Blank Incident, injury, trauma & illness record

#### WHEN TRAVELLING BY BUS OR PRIVATE VEHICLE

- 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 and the service has a current copy of the Insurance on file.
- The driver will ensure that the fuel level is sufficient to undertake the journey
- All Educators & drivers will hold the appropriate driver's license for the vehicle they are driving
- All private vehicles can only be used if:
  - The vehicle has current Registration & is in a safe mechanical condition
  - The vehicle is equipped with seat belts according to the Passenger Transport Act 2014
  - The vehicle has Comprehensive Insurance
  - The driver has a current Unrestricted Driver's License
- Before travelling in any vehicle all Educators will ensure that all children wear a seat belt. When in a bus ensure all children wear a seat belt where they are fitted.
- Children will be required to remain seated and not behave in a dangerous or distracting manner.
- When picking up the children the bus should be parked in a location which does not require the children to cross the road
- The driver will ensure that the vehicle has the appropriate number of passengers for the vehicle
- The Responsible Person of the session will carry the Travel Backpack

- All Educators will assist children in getting on/off the bus
- Educators will conduct a Head Count before & after bus/private vehicle travel
- When travelling on a road with a speed limit greater than 80km per hour, for example M1 Motorway, transportation will be coach, where seatbelts are fitted.

#### WHEN TRAVELLING BY PUBLIC BUS OR OTHER TRANSPORTATION TO AND FROM THE SERVICE

- We enroll students that do not attend Kariong Public School, and therefore arrive and or depart the service by other transportation modes. These transportation modes include, but are not limited to, public bus transportation, Assisted Transport Scheme and private bus transportation from a private school.
- Students that arrive at the Service via, private bus and/or assisted transport, are dropped at the service in the services carpark. An educator greets the child/ren in the carpark assisting the children to embark or disembark from their transport.
- The educator will then sign the child in or out on the services tablet
- Where a child arrives or departs on the public bus, an educator will be at the bus stop in a high visibility vest to collect the child from the bus, or to ensure the child gets on the correct bus. When the educator returns to the service, they will sign the child in or out on the services tablet.

#### IN THE CASE OF A VEHICLE BREAKDOWN

- The Responsible Person in charge will
  - Telephone the service to inform the OOSH Administrator/ Nominated Supervisor
  - The OOSH Administrator/Nominated Supervisor and the Responsible Person will discuss suitable alternative transport and organise for this to be undertaken
  - Ensure the children are kept safe at all times
  - The OOSH Administrator/Nominated Supervisor will inform parents/carers if necessary

#### IN THE CASE OF A VEHICLE ACCIDENT

- The Responsible Person will:
  - Check all children and Educators are unhurt, call for an Ambulance and conduct First Aid if necessary
  - Phone the Police if necessary
  - Comfort and calm the children
  - Ensure the children are safe at all times
  - Phone the service to inform the OOSH Administrator/Nominated Supervisor and organise alternative transport
  - The OOSH Administrator/Nominated Supervisor will inform the Approved Provider of the incident
  - The OOSH Administrator/Nominated Supervisor will inform parents/carers of the incident, and ensure that all the appropriate accident procedures are undertaken
  - Take the required details of other driver/s involved – name, contact, Registration number, Driver's Licence, Insurance details and photograph any damage made to either vehicle
  - Instruct all Educators and children stay with the vehicle until assistance arrives.
  - Make an accident report on return to the service.
  - Report a critical incident to the Regulatory Authority

## Record of Review

Version Effective Date	Review Date	Lead by	People consulted	Review Approved
September 2018	October 2019	Workplace Health & Safety Officer Sandy Taylor	Educators, Management Committee	Management Committee September 2018
<u>May 2020</u>	<u>May 2021</u>	<u>Nominated Supervisor- Jacqui Pearson</u> <u>WHS Officer</u> <u>Sandy Taylor</u>	<u>Educators, Management Committee</u>	
March 2021	February 2022	OOSH Administrator/Nominated Supervisor: Jacqui Pearson	Educators, Management Committee	Gail Ransley: Chair of Governance Sub Committee 2 <sup>nd</sup> March 2021