

**TRANSPORT**

**AUTHORISATION**

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|---|---|
| <b>POLICY TYPE:</b><br><i>(Council or Operational)</i>                            | Operational                               |
| <b>POLICY LOCATION:</b><br><i>(eg. Corporate, Engineering, etc.)</i>              | Children Services Unit                    |
| <b>RESPONSIBLE OFFICER:</b><br><i>(by position title)</i>                         | Coordinator Children Services Unit        |
| <b>AUTHORISED BY:</b><br><i>(GM or Director Title)</i>                            | Director Corporate and Community Services |
| <b>DATE ADOPTED:</b>  | 16 November 2021                          |
| <b>ADOPTED BY:</b><br><i>(Manex or Council)</i>                                   | Manex                                     |
| <b>MINUTE NO:</b><br><i>(If required)</i>   |   |
| <b>REVIEW DUE DATE:</b><br><i>(Four years unless statutorily required sooner)</i> | 16 November 2023                          |
| <b>REVISION NUMBER:</b>   |   |

**DOCUMENT HISTORY**

| <b>VERSION NO.</b> | <b>DATE</b>   | <b>DESCRIPTION OF AMENDMENTS</b><br><i>Include names of former policies that this policy will replace if applicable</i> | <b>AMENDED BY</b><br><i>(Where required)</i> |
|--------------------|---------------|---|--|
| 1                  | 05 March 2019 |   | 05 March 2021                                |
| 2                  | 12 June 2020  |   | 12 June 2021                                 |
|                    |               |   |  |

**REVIEW OF THIS POLICY**

This Policy will be reviewed within two (2) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution for all policies categorised as “Council” policies or the approval of the General Manager for all policies categorised as “Operational” policies.

## 1. Purpose:

The safety of each child and all Educators is paramount at all times. This includes those children and accompanying Educators travelling by vehicle within Bland Shire Council Children Services Unit operations. Every reasonable precaution is to be taken to protect children and Educators from harm and injury whilst taking part in activities involving transport, in addition to Educators ensuring children are adequately supervised at all times.

## 2. Scope:

This policy document applies to all staff and Educators of the Bland Shire Council Children Services Unit and Bland Temora Family Day Care, along with children and families enrolled with Bland Shire Council Children Services Unit.

## 3. Outcomes:

Transportation is provided as part of the Bland Shire Children Services Unit operations and requires a range of considerations to ensure compliance with the National Law and Regulations. Examples of transport considered part of service operations include:

- Transporting children from the service premises to another location for a regular outing or non-routine excursion.
- Arrival and departure of a child, where the child is under the care of the service.
- Accompanying children in transit where they are recorded as in attendance at the service.

Examples of transport considered not part of service operations include:

- Private transport provided by families and carers.
- Arrival and departure of a child where the transport is provided, managed or paid for by an entity other than the service, for example a school bus, and the child is not under the care of the service.
- When a disability service collects a child and transports the child to school or an activity.

If a parent/guardian chooses to utilise a school bus service to transport their child to and/or from a Bland Shire Children Service, the transport arrangement made is between the school bus service(s) stated on the permission form and the parent/guardian. The Nominated Supervisor will need to authorise the application for transport before travel can commence.

## 4. Roles and Responsibilities:

### Nominated Supervisor will

- Ensure staff and Educators are aware of their responsibilities under this policy.

### Educators will

- Ensure that buses hired for use on excursions have seatbelts fitted, and that these are correctly used by all children, staff, Educators and volunteers for the entire trip.
- Ensure that appropriate policies are followed in the event of a vehicle incident or transport related injury involving children, staff, Educators or volunteers from the service (refer to *Incident, Injury, Trauma and Illness Policy*).

## **TRANSPORTATION BY SCHOOL BUS SERVICE TO AND FROM A BLAND SHIRE CHILDREN SERVICE**

### Educators will

- Ensure that written authorisation has been obtained from the parent/guardian, including an 'Application for Transport by Bus' form, for the child being transported before the child is able to utilise the school bus service.

- Not accept children into care prior to the specified service times.
- In the instance, a child is not on the morning bus for collection, liaise with the school bus driver as to whether the child boarded the bus, and if so conduct a search of the bus in consultation with the school bus driver. If the child is still unaccounted for, alert the Nominated Supervisor and clarify the child's whereabouts with the parent/guardian. If required, procedures for a lost child are to be followed, including notifying Police immediately and being guided by their direction.
- In the instance; a child does not arrive at home at the expected time, Educators will communicate with the parent/guardian confirming if the child boarded the bus, and if so giving the time and bus details as recorded. If the child did not board the bus, Educators will liaise with parents regarding if the child remains at the service or has been collected by an authorised nominee.
- Place the child on the relevant designated bus, unless notification of a change of transport arrangement is received in writing. It is the parent/guardian responsibility to advise the service in writing (email or text is acceptable) of any change in travel arrangements for the child.

### **Parent/guardian will**

- Make arrangements for the child's travel directly with the relevant school bus company. This transport arrangement is between the School Bus Service(s) stated on the permission form and the parent/guardian.
- Provide a completed 'Application for Transport by Bus' form signed by both the parent/guardian and bus driver. Written approval must be given from the Nominated Supervisor prior to the child commencing using school bus transport to travel to and from a Bland Shire Children Service.
- Review this application at the beginning of each year to ensure that information on the child's bus travel arrangements held by the service is current.
- Advise the school bus driver that the child cannot arrive at the relevant service prior to the times indicated below and must be handed to a staff member on arrival.
  - a) Bland Preschool – children must not be dropped off prior to 8.30am.
  - b) Ungarie Preschool – children must not be dropped off prior to 9am.
  - c) MRU Friday Class - children must not be dropped off prior to 8.30am.
  - d) Vacation Care – no school bus service.
  - e) Family Day Care – arrangements must be made with the individual Educator and the Family Day Care Coordination Unit.
- Give permission for the staff/Educator, on the parent/guardians behalf, to sign the child into the service and note the time of arrival and departure via the Attendance Register.
- When a child is starting to use a school bus service for the first time, implement strategies such as a 'bus buddy' for the child, for example a family member or friend to guide the child to support safety. Personally introduce the child to the driver to ensure the child is known to the driver.
- Acknowledge that the Bland Shire Council and Bland Shire Children Services Unit are not liable or responsible for children outside times stated in the Attendance Register.
- Be aware of all location specific and general road safety requirements including details about where to park to deliver and collect children, observe speed limits in the vicinity of the service, using the 'safety door' (the rear kerbside door), driveway safety and role modelling safe road use.
- Communicate any issues or concerns relating to the child's safety or wellbeing to the Children Services Unit.

## **TRANSPORTATION BY BUS FOR EXCURSIONS**

### **When utilising bus services/transport for excursions, staff and Educators will ensure**

- Written permission is obtained from a child's parent/guardian prior to transporting a child in a vehicle.
- A risk assessment has been completed and includes any hazards or risks relating to the transportation used.
- The following qualified Educators are in attendance:
  - a) At least one staff member or one Nominated Supervisor of the service holds a current approved first aid qualification.
  - b) At least one staff member or one Nominated Supervisor of the service who has undertaken current approved anaphylaxis management training.
  - c) At least one staff member or Nominated Supervisor of the service who has undertaken current approved emergency asthma management training.
- The minimum Educator to child ratios are maintained at all times during travel on excursions. The bus driver must not be included in these ratios or be allowed to supervise children at any time.
- Educators are situated throughout the bus to ensure active supervision of all children at all times.
- Buses used to transport children have appropriate safety restraints.
- Prior to boarding the bus that the Attendance Register is accurate and up to date.
- As children enter and leave the bus that a roll is checked off. Staff are to look at the child and tick off their name on the roll. If calling out names from a roll, look at the child as they respond.
- On departing the bus, the bus is physically inspected by two staff (if present, taking turns if required) to ensure all children have exited, including under the seats, in luggage racks and in any storage areas.
- Once children are in their respective classroom at the service or Family Day Care home or venue, another roll check and headcount is completed to ensure all children are accounted for.

## **TRANSPORTATION BY CAR**

### **If transporting children using a vehicle, staff and Educators must ensure**

- Children are never left unattended in a vehicle for any reason.
- Children are actively supervised at all times whilst in a vehicle.
- A risk assessment has been completed and includes any hazards or risks relating to the transportation used.
- Written permission is obtained from a child's parent/guardian prior to transporting a child in a vehicle.
- Prior to entering the vehicle that the Attendance Register is accurate and up to date.
- As children enter and leave the vehicle all children on the Attendance Register are accounted for. Staff/Educators are to look at the child as they work through the roll. If calling out names from a roll, look at the child as they respond.
- On departing the vehicle, the vehicle is physically inspected by a staff member/Educator to ensure all children have exited. If two Educators are present, both Educators are to conduct a check.
- Once all children are in their respective classroom at the service or Family Day Care home or venue, another roll check and headcount is completed to ensure all children are accounted for.

- The vehicle being used to transport children is registered and has comprehensive insurance.
- The driver has a current licence, drives legally and follows road rules at all times.
- The driver does not talk on a mobile phone at any time, including hands free systems.
- With the exception of Family Day Care, staff/Educators are not permitted to transport children in their own vehicle, at any time.
- The vehicle is to be roadworthy at all times.
- An approved fitting station, where available, checks alterations to and installations of anchorage points and/or seatbelts.
- Restraints are checked after an accident, by an approved fitting station.
- Any child restraints that have been in a vehicle during a car accident; or are older than 10 years of age as per the manufacturer's date, are removed from service, destroyed, and not used to transport children.
- Children do not share the same restraint or seat belt.
- All child safety restraints comply with the current Australian Standards; are properly fitted and adjusted; and are used in accordance with the restraint and vehicle manufacturer's instructions.
- Vehicles fitted with seats in the boot area must follow manufacturer's instructions for weight and age safety requirements.
- Childproof locks are set on vehicle doors, where available.
- Keys are removed from the ignition in a parked vehicle.
- Loose objects are removed from parcel shelves and luggage is restrained.
- Cigarette lighters are inaccessible to children.
- Children alight from the kerb side of the vehicle, where possible.

As outlined by the NSW Transport Centre for Road Safety, national child restraint laws when travelling by vehicle require:

- Children up to the age of six months old to be secured in an approved rearward facing restraint.
- Children aged from six months old but under four years old to be secured in either a rear or forward facing approved child restraint with an inbuilt harness.
- Child under four years old do not travel in the front seat of a vehicle with two or more rows.
- Children aged from four years old but under seven years old to be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat.
- Children aged from four years old but under seven years old not to travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years old in an approved child restraint or booster seat.
- Children aged from seven years old but under 13 years old who are too small to be restrained by a seatbelt properly adjusted and fastened are strongly recommended to use an approved booster seat.
- Children in booster seats to be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

## **FAMILY DAY CARE – PRIVATE VEHICLE INSURANCE**

Family Day Care Educators should notify their vehicle insurer if their private vehicle is being used for business purposes, to transport children in care.

## **5. Legislation and Supporting Documents:**

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011: 83, 99, 100, 101, 102.

National Quality Standard: 2.2.1, 2.2.2.

NSW Transport Centre for Road Safety,

<https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>

Arrival and departure policy

Application for Transport by Bus – form

Supervision of Children policy

Excursion policy

Incident, Injury, Trauma and Illness policy

## **6. Relationship to Community Strategic Plan:**

This Policy supports Council's Delivery Program Strategy DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit, Vacation Care and Toy Library services)

## **7. Attachments:**

N/A