

TRANSPORTATION POLICY

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1 NQS

QA2	2.2.1	At all times, reasonable pre-cautions and adequate supervision ensure children are protected from harm and hazard
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QA6	6.2.1	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.
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2 National Regulations

Reg	99	Children leaving the education and care premises
	100	Risk assessment must be conducted before excursion.
	101	Conduct of risk assessment for excursion.
	102	Authorisation for excursion.
	102B	Transport risk assessment must be conducted before service transports child
	102C	Conduct of risk assessment for transporting of children by the education and care service
	102D	Authorisation for service to transport children

3 Aim

- 3.1 To ensure that the safety of each child and all educators is paramount at all times during transportation.
- 3.2 To ensure that proper restraint systems will be used according to current Australian Standards and that the vehicle itself is well maintained.

4 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC.

Inclusion Policy (CHI-ADM-POL-003)

Excursion Policy (CHI-ADM-POL-024)

Staffing Arrangements Policy (CHI-ADM-POL-055)

Physical Environment Policy (CHI-ADM-POL-046)

UOW Pulse Ltd Drug and Alcohol Policy (PUL-BUS-POL-004)

5 Implementation

- 5.1 A risk assessment must be conducted prior to transporting children. If the purpose of the transportation is for an excursion, then the excursion risk assessment will suffice, but it must address transportation.
- 5.2 The guidelines in the Transportation Policy will be used to educate children, families and the community on safely transporting children, road and pedestrian safety.
- 5.3 Educators will assist motor vehicle drivers and bus drivers to ensure each child is transported safely at all times. The service understands that the driver maintains ultimate responsibility for road safety and ensuring each child is properly seated and restrained. All educators, however, have an equal responsibility to assist the driver and check that each child is seated and restrained

appropriately using the following guidelines. Under no circumstances will any child be transported if all of the following guidelines are not met.

- 5.4 All children traveling from one place to another must have the written consent of their Parents/Guardians.
- 5.5 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.
- 5.6 The driver will ensure that the fuel level is sufficient to undertake the journey.
- 5.7 The driver or volunteer drivers will hold the appropriate driver's license for the vehicle they are driving.
- 5.8 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 are safely seated
- 5.9 When picking up children, the bus should be parked in a location, which does not require children to cross roads.
- 5.10 The driver will ensure that the vehicle has the appropriate number of passengers for the vehicle and that it is not overloaded.
- 5.11 All drivers will carry a mobile phone, service contact name, address and contact number at all times.
- 5.12 All drivers must have a Working with Children check performed before undertaking any driving duties.
- 5.13 In the case of a vehicle breakdown the educator in charge or the driver will:
 - i. Phone the service to inform the Nominated Supervisor immediately.
 - ii. The Nominated supervisor and the educator will discuss suitable alternative transport and organise for this to be undertaken.
 - iii. Ensure that the children are kept safe at all times.
 - iv. The Nominated Supervisor will inform the parents of the breakdown if necessary.
- 5.14 In the case of a vehicle accident the educator in charge or the driver will:
 - i. Check to see if any children or educators are hurt, conduct first aid and phone for an ambulance if necessary.
 - ii. Comfort and calm the children.
 - iii. Ensure that the children are safe at all times.
 - iv. Take the required details of the other driver involved: name, contact, registration number, driver's licence, insurer and any damage made to either vehicle.
 - v. Phone the service to inform the Nominated Supervisor and organise alternative transport.
 - vi. Phone the police if necessary.
 - vii. Fill in an Incident, Injury, Trauma and Illness Record (To be completed within 24 hours of accident).
- 5.15 Educators will carry their mobile phones in case of accident or emergency and children should be instructed to stay with the vehicle until assistance arrives unless it is unsafe to do so. UOW Pulse Ltd Children's Services details should always be carried on the vehicle.

- 5.16 The Nominated Supervisor will inform the parents of the incident, and ensure that all the appropriate accident procedures are undertaken.

6 General Transport Guidelines

- 6.1 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. Educators will refer to the service's Tobacco, Drug and Alcohol Policy for further guidelines.
- 6.2 Children will never be left unattended in any vehicle to promote positive supervision and to prevent heat stress.
- 6.3 Educators will ensure that car seats, booster seats and seat belts are properly secured on each child and themselves before departing.
- 6.4 Educators will assist each child to fasten and release the safety restraints on their seats.
- 6.5 Children will only be transported in a vehicle if the manufacturer's stated capacity is adhered to at all times.
- 6.6 Children will be prohibited from drinking, eating, standing or any other dangerous activities whilst in the vehicle.
- 6.7 Children will be accompanied at all times, including to and from the vehicle.
- 6.8 If possible, children who have additional needs will have their needs accommodated for. An educator who is familiar with these needs will travel with the child.
- 6.9 Educator ratios apply as they do when travelling for an excursion. No educator or driver will be left alone with a child or group of children at any time.
- 6.10 A First Aid Kit should be carried on the vehicle.

7 Procedure of entering and exiting a vehicle when transporting children

(Using the *Transportation of children form*)

In order to ensure that no child is ever left in a vehicle unsupervised, the following procedure will be followed when entering and exiting a vehicle using *the 'Transportation of children form'*. Educators will need one form per trip ie. A return trip will require 2 completed forms:

- 7.1 When transporting children, there will be a clear list of the names of the children who will be entering the vehicle, along with the total number of the children being transported.
- 7.2 Children will be gathered in a safe location prior to departure for both a head count and a roll call to determine that the list is accurate and that all children entering the vehicle are accounted for on the list. At this time the list will be double checked by a second educator to verify that all children are accounted for. Both educators must initial the *Transportation of children form*.
- 7.3 As children enter the vehicle they will be counted on by one educator who will stand at the door of the vehicle. The educator will record the number and make sure that it matches the original head count on the list and then initial the *Transportation of children form*.
- 7.4 Once inside the vehicle a roll call will occur before departure by a second educator, this educator will check that it matches the original roll call and will then initial the *Transportation of children form*.

- 7.5 Upon arrival at the destination, one educator will headcount the children off the vehicle. The educator will record the number and make sure that it matches the original head count on the list and then initial the *Transportation of children form*.
- 7.6 Once children have disembarked they will be assembled in a safe location and a roll call will occur. This educator will check that it matches the original roll call and will then initial the *Transportation of children form*.
- 7.7 Before the vehicle departs an educator must board the vehicle and complete a full check of the inside of the vehicle to make sure that no child has been left inside. This includes physically walking up and down vehicle and checking behind and underneath seats. Once the check is complete the educator will then initial the *Transportation of children form*.
- 7.8 The vehicle must not leave until the physical check and the roll call has been completed.

8 Guidelines for Seatbelts and Restraints

- 8.1 Seatbelts and restraints must meet Australian Standards (AS/NZS1754) and be marked as complying with the Australian Standard.
- 8.2 Educators will ensure that each child under seven years of age must be secured in a child restraint or booster seat when travelling in a vehicle.
- 8.3 Babies up to six months of age must be restrained in a rearward facing restraint.
- 8.4 Children from six months to under four years of age must be restrained in a rearward facing or forward facing restraint.
- 8.5 Children under four years of age must not be in the front row of a vehicle with two or more rows.
- 8.6 From four years to under seven years of age a forward facing restraint or booster seat must be used.
- 8.7 Children from four to under seven years of age can only sit in the front row of a vehicle with two or more rows when all other seats are occupied by children of a lesser age in an approved child restraint.
- 8.8 The ages specified above are a guide for the safety of each child. If a child is too small for a restraint specified for their age, they should be kept in their current restraint for as long as necessary.
- 8.9 If a child is too large for a restraint specified for their age, they may move to the next level of restraint.
- 8.10 Child restraints purchased overseas do not comply with Australian Standards and they are not compatible with Australian vehicles.
- 8.11 More information will be accessed as necessary using the following sources
<https://www.childcarseats.com.au/legal-requirements>
<http://www.kidsafensw.org/imagesDB/wysiwyg/DetailedConsumerGuide.pdf>
Roads and Maritime Services Customer Service Enquiry on 13 22 13
- 8.12 Buses (more than 12 seats)
 - i. A driver of a bus, that is designed to seat over 12 adults, is not required to ensure passenger are in a restraint. However it is our policy that Educators will ensure that each

child under seven years of age must be secured in a child restraint or booster seat when travelling in a vehicle.

- ii. It is recommended that where a restraint is available, it should be worn.

8.13 Small Buses (9 to 12 seats)

- i. A driver of a small bus (between 9 to 12 seats including the driver) providing a public passenger service under the Passenger Transport Act 1990 must ensure that:
 - ii. All passengers younger than 12 months are secured in a child restraint.
 - iii. All passengers aged over 12 months and under 16 years:
 - a. occupy a seating position that is fitted with a suitable seatbelt, and
 - b. not occupy the same seating position as another passenger, and wear the seatbelt properly adjusted and fastened.
 - iv. No passenger under 4 years old is in the front seat and a child 4 years or older but under 7 years may only sit in the front row if all of the other seats in the row or rows behind the front row are occupied by passengers who are also under 7 years old.
 - v. A driver of a small bus not providing a public passenger service under the Passenger Transport Act 1990 is required to fully comply with the child restraint laws and must ensure that all passengers under 7 years old are appropriately restrained in an approved child restraint or booster seat.

8.14 Medical Exemptions

- i. Children are exempt from wearing a child restraint if they hold a medical certificate signed by a medical practitioner which certifies that the child should not, for medical reasons, be restrained while travelling in a motor vehicle.
- ii. Generally, if a child is unrestrained within a vehicle on medical grounds, they must travel in a rear seat. However, if the medical certificate signed by a medical practitioner certifies that the child should not, or cannot, for medical reasons, travel in a rear seat, then the child may sit in the front row.

9 Vehicle Use

- 9.1 Under no circumstances should children be transported in educator vehicles.
- 9.2 No private vehicles are to be used to transport children on excursions
- 9.3 Buses may be sourced through a commercial company when required, as long as they meet the requirements of this policy, including having appropriate seatbelts in place for each child.

10 Excursions

- 10.1 The service will follow the Excursions Policy at all times.
- 10.2 When transporting children by public transport staff will:
 - i. Ensure that a list of the children's names and contact details of children travelling is taken
 - ii. Take centre's contact details with them- address and contact numbers
 - iii. Conduct a "head count" on a regular basis
 - iv. Assist children in getting on and off the mode of transport
 - vi. Ensure that all children are accounted for before allowing the vehicle to leave

11 Road Safety

- 11.1 Based on KidSafe Australia's guidelines, our service recognises and will follow the following information –
- i. Children are vulnerable road users.
- 11.2 Although children may think they can handle crossing a road by themselves, remember that children:
- i. are easily distracted and focus on only one aspect of what is happening
 - ii. are smaller and harder for drivers to see
 - iii. are less predictable than other pedestrians
 - iv. cannot accurately judge the speed and distance of moving vehicles
 - v. cannot accurately predict the direction sounds are coming from
 - vi. are unable to cope with sudden changes in traffic conditions
 - vii. do not understand abstract ideas - such as road safety
 - viii. are unable to identify safe places to cross the road
 - ix. tend to act inconsistently in and around traffic
- 11.3 Children need to be accompanied and closely supervised by a parent or caregiver to keep them safe. A simple way of doing this is to hold hands.
- 11.4 Educators will use the following to guide education with families and the community –
- i. Parents and caregivers have a key role in educating their children about road safety. Children learn about road safety largely by experience.
 - ii. Parents and care givers have opportunities in day-to-day routines to discuss road safety with children on the way to the newsagent, local shop or going to school.
 - iii. Whenever crossing roads, it is an idea to talk about when and why it is safe to cross the road with your children so they can gain understanding about the broad range of factors involved.
 - iv. Anywhere where there is a potential for moving vehicles is a potentially dangerous traffic situation for children. This includes residential areas, car-parks, at traffic lights, along footpaths, zebra and other crossings, driveways, quiet streets, and busy streets.
 - v. Children need close adult supervision in and around traffic to make them safer.
 - vi. Always supervise your children whenever a vehicle is to be moved - hold their hands or hold them close to keep them safe.
 - vii. If you're the only adult around and need to move a vehicle, even just a small distance, put children securely in the vehicle with you while you move it.
 - viii. Encourage children to play in safer areas away from the driveway & cars - the driveway is like a small road and should not be used as a play area.
 - ix. Make child access to the driveway difficult – for example use security doors, fencing or gates.
- 11.5 When transporting children by foot educators will:
- i. Ensure that the safest route is taken

- ii. Ensure children cross the road at the crossing or lights where available, and obey the road rules
 - iii. Undertake extreme care crossing all roads
 - iv. Keep children together as a group and walk in line on pavements
- 11.6 Educators are to remain vigilant to ensure that no child runs ahead, lags too far behind the group.
- 11.7 Children should be made aware of all the safety requirements associated with all the modes of transport. Educators will ensure that these requirements are applied.

12 Sources

Education and Care Services National Regulations 2011
 National Quality Standard
 Passenger Transport Act 2014
 Road Rules 2008
<https://www.childcarseats.com.au/legal-requirements>
 KidSafe NSW

13 Review

This policy will be reviewed every 3 years and the review will include Management, Employees, Families and Interested Parties.

14 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	Feb 2012	Feb 2013	Michele Fowler Manager – Kids Uni	
2	Feb 2013	Feb 2014	Michele Fowler Manager – Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format.
3	Feb 2014	Jun 2017	Michele Fowler Manager – Kids Uni	Policy reviewed with no changes required. The review period changed to 3 years.
4	July 2018	July 2021	Kellie Grose Manager – Kids Uni	Policy Reviewed with minor change to reflect current information
5	November 2019	July 2021	Nicole Bray – Director Kids Uni	Updated to reflect name changes to Kids Uni iC, and remove the use of the Children’s services buses.
6	May 2022	May 2025	Kellie Grose Children’s Services Manager	Removed references to UOW Pulse buses (which we no longer own) Added procedure for entering and exiting a vehicle when transporting children. Added clause – no educator or driver is to be left alone with a child during transportation at any time. Added the requirement for a risk assessment to be conducted.