

Transportation Policy

NQS

QA2	2.3.1	Children are adequately supervised at all times.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

QA6	6.3.2	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.
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National Regulations

Reg	100	Risk assessment must be conducted before excursion.
	101	Conduct of risk assessment for excursion.
	102	Authorisation for excursion.
	99	Children leaving the education and care premises

Aim

The safety of each child and all educators is paramount at all times. This includes those children and accompanying educators who travel on the service's bus. Proper restraint systems will be used according to current Australian Standards. The vehicle itself will be maintained according to Australian Standards.

Related Policies

- Additional Needs Policy
- Excursion Policy
- Parental Interaction and Involvement in the Service Policy
- Staffing Arrangements Policy
- Tobacco, Drug and Alcohol Policy
- Physical Environment (Workplace Safety, Learning and Administration) Policy

Implementation

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 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.

General Transport Guidelines

- 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.
- Children will never be left unattended in any vehicle to promote positive supervise and to prevent heat stress.
- Educators will ensure that car seats, booster seats and seat belts are properly secured on each child and themselves before departing.
- Educators will assist each child to fasten and release the safety restraints on their seats.
- Children will only be transported in a vehicle in the manufacturer's stated capacity is adhered to at all times.
- Children will be prohibited from drinking, eating, standing and any other dangerous activities whilst in the vehicle.
- Children will be accompanied at all times, including to and from the vehicle.
- If possible, children who have special needs will have their needs accommodated for. An educator who is familiar with these needs will travel with the child.
- Educator ratios apply as they do when travelling for an excursion.

Guidelines for Seatbelts and Restraints

- Seatbelts and restraints must meet Australian Standards (AS/NZS1754) and be marked as complying with the Australian Standard.
- 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.
- Babies up to six months of age must be restrained in a rearward facing restraint.
- Children from six months to under four years of age must be restrained in a rearward facing or forward facing restraint.
- Children under four years of age must not be in the front row of a vehicle with two or more rows.
- From four years to under seven years of age a forward facing restraint or booster seat must be used.
- 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.
- 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.
- If a child is too large for a restraint specified for their age, they may move to the next level of restraint.
- Child restraints purchased overseas do not comply with Australian Standards and they are not compatible with Australian vehicles.
- More information will be accessed as necessary using the following information
 - <http://www.mobilityengineering.com.au/Brochure.pdf>



- http://www.rta.nsw.gov.au/roadsafety/children/childrestraints/childrestraintlaws_faqs.html
- ACT Territory and Municipal Services
Contact Number 13 22 81

Buses (more than 12 seats)

- A driver of a bus, that is designed to seat over 12 adults (including the driver), is not required to ensure passengers, including those under 16 years of age are in a restraint.
- It is recommended that where a restraint is available, it should be worn.

Small Buses (9 to 12 seats)

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:

- All passengers younger than 12 months are secured in a child restraint.
- All passengers aged over 12 months and under 16 years:
 - occupy a seating position that is fitted with a suitable seatbelt, and
 - not occupy the same seating position as another passenger, and wear the seatbelt properly adjusted and fastened.
- 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.
- 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.

Medical Exemptions

- 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.
- 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.

Vehicles

- Only insured, licensed and vehicles with a high level of maintenance will be used.
- The vehicle will have a First Aid Kit inside it and emergency contact details for all children and educators in the vehicle.
- A mobile phone will be available in case of emergencies.



Drivers

- Drivers must be legally-licensed.
- Learners or Provisional licence (P-Plate licence) holders will not be allowed to drive the bus
- Drivers will meet staff qualifications and must be able to pass a criminal history check.
- Drivers will hold first aid certificates.
- Drivers will drive legally and follow road rules at all times.
- Drivers will not be included in the educator ratios.
- Drivers will not be talking on a mobile phone at any time, including hands free systems, and loud music will not be played to prevent distractions.
- The Nominated Supervisor is responsible for collecting background check and driving histories of the bus drivers and updating this information annually.
- The Nominated Supervisor is responsible for ensuring the safety of the vehicle, insuring the vehicle and keeping it at a safe standard.

Excursions

- The service will follow the Excursions Policy at all times.

Road Safety

Pedestrian 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:

- are easily distracted and focus on only one aspect of what is happening
- are smaller and harder for drivers to see
- are less predictable than other pedestrians
- cannot accurately judge the speed and distance of moving vehicles
- cannot accurately predict the direction sounds are coming from
- are unable to cope with sudden changes in traffic conditions
- do not understand abstract ideas - such as road safety
- are unable to identify safe places to cross the road
- tend to act inconsistently in and around traffic

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.

Educators will use the following to guide education with families and the community –

- Parents and caregivers have a key role in educating their children about road safety. Children learn about road safety largely by experience.



- Parents and adult carers 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.
- 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.
- 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.
- Children need parental/adult carer close supervision in and around traffic to make them safer.

Drive Way Safety

- ALWAYS SUPERVISE your children whenever a vehicle is to be moved - hold their hands or hold them close to keep them safe.
- 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.
- 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.
- MAKE CHILD ACCESS TO THE DRIVEWAY DIFFICULT – for example use security doors, fencing or gates.

Sources

Education and Care Services National Regulations 2011

National Quality Standard

Passenger Transport Act 1990

Road Rules 2008

Roads and Maritime Service, Safer Child Restraints: your guide to buying a child restraint

KidSafe NSW

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: July 2016

Date for next review: July 2017