

Transport Procedure

AIM: At the Children's House Montessori School, we are highly aware of and clearly understand the potential risks involved in transporting children in vehicles. We are strongly committed to the safety and wellbeing of the children in our care and have specific processes and protocols in place to manage these risks.

The following procedure provides clear direction and guidance to all who are involved in the transportation of children who attend our Centre.

Responsibilities:

All team members, families, visitors, students and volunteers must comply with this procedure.

It is to be noted on future enrolment forms that we do not offer or arrange transportation to and from the centre on a daily basis.

Procedure:

Transportation that is our responsibility:

Once a child is signed into our care, they are our responsibility. It is considered that "care" is being provided by us during the entry and exit of children on and off the vehicle (whether it is the educator's own vehicle or a vehicle owned or used by the service to provide transport) and during the journey.

The following examples detail situations in which we have a duty of care to children in relation to their safety whilst being transported, but please note this list is not exhaustive:

- The transitions between the vehicle, service premises and/or other locations, including:
 - children leaving the service premises (or other location) and entering the vehicle at the commencement of the journey,
 - children leaving the vehicle and entering the service premises (or other location) at the end of the journey.
- When we provide or hire transport for events such as an excursion or regular outing, which could include:
 - Attending a specific destination such as a playgroup, a park, or a library,
 - Where children are transported to and from school or another location to and from the service.

Transportation used at our service:

Vehicle	Purpose	Frequency of use
12-seater bus hired from a local bus company	Special, one off excursions for children aged 5. Groups will attend an excursion related to a curriculum focus. For example, they may visit a	Each room makes four special excursions per year being once a term.

	Dinosaur Exhibition at the local museum.	
Private cars driven by parents/educators.	Special, one off excursions for children aged 5. Groups will attend an excursion related to a curriculum focus. For example, they may visit a Dinosaur Exhibition at the local museum.	Each room makes four special excursions per year being once a term.

Nominated Supervisor Responsibilities:

- Ensure a current and relevant transport procedure and risk assessment is implemented and operating as part of centre operations
- Ensure that the risk assessment covers each type of transport the centre uses
- Ensure risk assessments for excursions and regular outings that involve motor vehicle transport include details of the child's restraint needs which, for regular outings, may need to be assessed more frequently than every 12 months as the needs of the child may change during this period
- Ensure families and staff are aware of the *Transport Procedure* and risk assessment and understand they can provide feedback and input on those documents at any time, and during their scheduled reviews
- Ensure all staff are aware of, and trained in, the processes and protocols detailed in the *Transport Procedure* and related risk assessment
- Ensure staff are aware of, and trained in, any changes that occur to the *Transport Procedure* and/or related risk assessment
- Ensure that all required parent/guardian written permissions regarding transportation are obtained prior to children being transported
- Store written permissions safely and in accordance with the *Confidentiality, Privacy and Security Procedure*.

Safety and Licensing:

The Nominated Supervisor will ensure that:

- All individuals tasked or hired to drive a vehicle for the centre have a valid drivers' license and required vehicle operator accreditation. Copies of these licenses and accreditations will be kept on file.
- Centre vehicles, staff vehicles, hired vehicles and/or any other vehicles used to provide transport to children whilst they are the responsibility of the centre are safe, and registered with the relevant state/territory motor vehicle authority.
- Everyone travelling in a vehicle is complying with the required legislative provisions and directives of this procedure regarding the use of child restraints, booster seats or seat belts. These restraints, booster seats and/or seat belts must be approved restraints that are suitable, in good condition, properly adjusted and fastened.

Role Nominations and Acceptance:

The Approved Provider will:

- Nominate the individuals who will fill the roles of driver, supervisor and checker in writing and these nominations will be kept on record and available for inspection by the Regulatory Authority.
- A written nomination and acceptance will be completed before the individual carries out the specific role.
- There may be more than one person who is nominated to fill each role.

Before a Journey:

The Nominated Supervisor/Responsible Person will:

- Ensure the attendance record and corresponding roll call list for the event that requires transportation is accurate for the day.

- Nominate the person who will be responsible for driving the bus (driver). This can be detailed on the roster. It is important to note that the driver of the vehicle **must not** be included as a supervisor as they cannot provide adequate supervision during the trip while operating the vehicle. They may, however, be designated to complete other roles at the beginning and end of the journey.
- Nominate the person/s who will be responsible for supervising (supervisor/s) the children on the vehicle; this can be detailed on the roster.
- Ensure that at least one person who is supervising the children on the vehicle has current first aid, asthma and anaphylaxis qualifications. It is preferable that this not be the driver.
- Nominate the person/s who will be responsible for checking the vehicle (checker) at the conclusion of the journey after the children have exited/been removed from the bus. This person may or may not be on the bus journey and this role can be detailed on the roster.

Before a journey starts:

- The supervisor must ensure that the following items are in the vehicle being used:
 - Attendance record and roll call sheet
 - First aid kit
 - Contact information for the parents/guardians and emergency contacts for each child
 - Required medications, action plans and relevant health information for children relevant to the attendance record for the journey
 - Working mobile phone and/or other reliable communication device
 - Emergency water and snacks. For example, a large water container with disposable cups and non-perishable snacks, such as rice crackers and dried fruit.
- The supervisor and/or driver will conduct a head count and roll call as the children enter the bus, they will ensure that all children are secured into their seats before the vehicle moves, and they will only commence the journey once the supervisor verbally confirms that it is safe to do so.

During a Journey:

The supervisor will sit at the rear of the bus to ensure they have a good overall view of the children.

For all journeys, the supervisor will ensure that:

- All children remain in their required seat/restraint
- The vehicle remains safe and comfortable, considering temperature, noise, location of the sun, airflow, incoming pollutants, etc.
- All children's needs are met. For example, if a child requires water, they can safely access or be provided water.

Upon Arrival:

At any destination (e.g. the centre, an excursion location, etc.):

- The driver will park the bus in a safe location close to the entry to the service and turn off the ignition.
- If the checker is not already on the bus, the checker will be called out to the bus while the children are still on the bus.
- The supervisor and/or driver will conduct a head count whilst the children are on the bus, and then they will support the children to exit the vehicle safely. Once the children are safely off the bus, the supervisor will conduct another head count and roll call.
- Once the children have exited the bus, the driver will conduct a thorough search of the vehicle, including under the seats, in the luggage racks and in any storage areas.
- The checker will then conduct a second thorough search of the bus, including under the seats, in the luggage racks and in any storage areas.
- These checks will be marked as completed, signed by the driver and the checker, and kept on file and made available for inspection by the Regulatory Authority.
- If a child is unaccounted for, staff will immediately follow the *Missing Child Procedure* ensuring that another physical search of the vehicle occurs immediately, as well as a search of any other relevant location (e.g.: the school or park visited).
- If you have arrived at an excursion/outing destination, follow your pre-written Excursion Plan, risk assessment and *Excursion Procedure* whilst on the excursion/outing.

Specific requirements for arriving at the centre:

- The supervisor will escort the children into the centre to be signed in, preferably by another team member, and during this time, another head count and roll call will occur.
- Children will only be signed in upon being physically seen; sign in sheets will not be pre-filled in.

Review date: November 2021

Next review date: November 2022