

# SAFE TRANSPORTATION POLICY

Happy Haven OSHC provides education and care for children before school (BSC), after school (ASC) and during Pupil Free Days (PFDs) and school holidays (Vacation Care). For children to access our services, we provide transportation between our service location(s) and primary schools and other locations during Vacation Care or Pupil Free Days whilst participating on excursions.

Compliance with the Education and Care National Law and Regulations is mandatory to ensure the safety of children at all times and new provisions and amendments to these regulations are reflected in our procedures and policy for transportation and the safe handover of children.

Happy Haven OSHC acknowledge our duty of care obligations by adhering to relevant legislation, providing adequate supervision of children at all times, maintaining correct educator to child ratios, maintaining accurate attendance records, following safe driving guidelines from recognized agencies such as KidSafe Australia and SA Gov, and providing appropriate child restraints for children under our care.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
4 (1)	Definition regular transportation
85	Incident, injury, trauma and illness policies and procedures
89	First aid kits
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion

101	Conduct a risk assessment for excursion
102A	Transportation of children other than as part of an 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
123	Educator to child ratios apply wherever the service is operating
136	First aid qualifications
158	Children's attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
168(2)(ga)	Education and care service must have policies and procedures (transportation)
170	Policies and procedures to be followed
s165	Failure to adequately supervise children
s167	Failure to take reasonable precautions to protect children from harm and hazards

## RELATED POLICIES

Arrival and Departure Policy Administration of First Aid Policy Behaviour Guidance Policy Child Protection Policy Child Safe Environment Policy Emergency Evacuation Policy	Enrolment Policy Excursion Policy Incident, Injury, Trauma and Illness Policy Record Keeping and Retention Policy Responsible Persons Policy Work Health and Safety Policy
--	---

## PURPOSE

Happy Haven OSHC will minimise risk of road trauma and implement road safe practices. Our objective is that all children being educated and cared for by Happy Haven OSHC are adequately supervised at all times. This includes ensuring educator to child ratios are met whenever and wherever our services are operating, including during transportation as part of our OSHC programs.

## SCOPE

This policy applies to children, families, staff, subcontractors, and contractors of Happy Haven OSHC.

## IMPLEMENTATION

The safety of children enrolled at Happy Haven OSHC is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times including transporting children before and after school to our service and during school holidays or pupil free days when children may be participating in excursions. Educator to child ratios are adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time. Adequate supervision is therefore not static as it is dependent upon a range of considerations documented in risk assessments. Specific risk assessments and procedures for excursions during school holidays are included in our *Excursion and Incursion Risk Assessments Policy*.

## DEFINITIONS (effective October 2020):

**Regular outing:** in relation to an education and care service, means a walk, drive or trip to and from a destination

- (a) That the service visits regularly as part of its educational program; and
- (b) Where the circumstances relevant to the risk assessment are *substantially* the same on each outing

**Regular transportation:** in relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are *substantially* the same for each occasion on which the child is transported.

**Written authorisation:** authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. The authorisation must state:

- a) The child's name; and

- b) The reason the child is to be transported; and
- c) If the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
- d) If the authorisation is not for a regular transportation, the date the child is to be transported; and
- e) A description of the proposed pick-up location and destination; and
- f) The means of transport; and
- g) The period of time during which the child is to be transported; and
- h) The anticipated number of children likely to be transported; and
- i) The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and
- j) Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
- k) That a risk assessment has been prepared and is available at the education and care service; and
- l) That written policies and procedures for transporting children are available at the education and care service.

### TRANSPORT SPECIFIC RISK ASSESSMENT:

As per the Education and Care Services National Law, Happy Haven OSHC will '*ensure that every reasonable precaution is taken to protect children...from harm and from any hazard likely to cause injury*' (Section 167).

We will conduct comprehensive transport specific risk assessments to minimize and manage all potential risks for transporting children before authorisation is sought to transport a child. [Reg. 102B, 102D (4)].

A risk assessment will be undertaken at least annually for '*regular transportation*' of children. Each time our service transports, or arranges, the transport of children as part of an excursion, a new risk assessment will be conducted. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our service.

Our risk assessment process is guided by the following process:

- Identify any hazards or potential hazards that transporting the child may pose to the safety, health and wellbeing of the child
- Assess the risk of harm or potential harm using a risk matrix
- Specify how the identified risks will be managed by eliminating or minimising the impact using control measures
- Evaluate the current risk or potential harm by implementing control measures
- Review and monitor the risk or potential harm to ensure it continues to be managed as a low risk.

source: Risk assessment and management ACECQA (2020)

Our risk assessment will consider:

- a) The proposed route and duration of the transportation; and
- b) The proposed pick-up location and destination; and
- c) The means of transport; and
- d) Any requirements for seatbelts or safety restraints (as per the law of our jurisdiction); and
- e) Any water hazards; and
- f) The number of adults and children involved in the transportation; and
- g) Given the risks posed by transportation, the number of educators or other responsible adults to provide supervision and whether any adults with specialized skills are required; and
- h) Whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers) and;
- i) The process for entering and exiting-
  - i. The education and care service premises; and
  - ii. The pick-up location or destination (as required); and
- j) Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

Additional considerations may include:

- The experience of the driver, driver fitness and licensing conditions for the vehicle
- The age, ability, needs and skills of children being transported (non-ambulant)
- The experience of adults involved in transportation and their capacity for supervising children

- Movement of children between the vehicle and venues
- Traffic condition
- Extreme weather conditions or natural disasters
- Environmental hazards such as temperature extremes, smoke
- Communication to/from the vehicle- mobile phone reception
- Health needs of all children and adults
- First aid provision and management of illness, injuries and emergencies
- Child safe practices.

source: NSW Government Kids and Traffic (2020)

### SENIOR LEADERSHIP/ NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL ENSURE THAT:

- All staff are inducted in the *Safe Transportation Policy* and procedure and have completed accreditation training
- A copy of any training is kept at the service
- Risk assessments are carried out prior to seeking authorisation for transporting children is made with the Approved Provider
- Risk assessments for 'regular transportation' are evaluated regularly to ensure potential risks are identified and managed
- Any updates to procedures are clearly communicated to all staff
- Rehearsals for transportation of children are conducted throughout the year as 'best practice'
- Risk assessments for 'regular transportation' are reviewed at least annually
- Details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment
- Every reasonable precaution is taken to protect students from harm and hazards likely to cause injury
- Adequate supervision is provided (see below)
- Educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- Compliance with first aid requirements of Regulations 89 and 136 are met at all times
- Parents/guardians complete a written authorisation for transportation of their child and a copy of this is filed in the child's enrolment record

- Clear and consistent expectations are communicated to children regarding transportation procedures and road safety
- Children are instructed on processes for entering and exiting the OSHC service premises and school (drop off) site; and are aware of pick up and destination locations
- Children's attendance is checked against an accurate attendance record showing when children are within the care of the OSHC service. The record of attendance must record the time that the child arrives and departs the OSHC service and signed by the Nominated Supervisor or Responsible Person
- Children's attendance is checked by the Responsible Person before departure from the designated pick-up location and marked as present as they disembark from the vehicle
- Procedures for the safe handover of children between the service and other educational site is documented correctly
- Children exit the vehicle using the 'safety door'
- Children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance with South Australian Road Rules and Road Transport Act
- Children are never left unattended in the vehicle
- Education on road safety for children is included in the service's programming (for example Police Visits, Wheels Days, Emergency Services Days, excursions to Road Safety Centre)
- Safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour
- As a passenger transport business, Happy Haven OSHC maintains Operator Accreditation along with Driver Accreditation for all drivers
- Staff are aware of appropriate procedures to be followed in the event of a vehicle crash or vehicle breakdown involving staff and children from the service, including evacuation procedures
- A working mobile phone or other similar means of communication to communicate with the service, parents/carers is provided in case of emergency
- A list of emergency contact numbers for the children being transported
- Medication, health care plans and specific items for additional needs children are being transported
- Every effort will be made to notify carers of delays returning to the service if applicable
- Relevant criminal history requirements and Working with Children Checks are made and verified for any person transporting children. WWCC is recorded in staff records

- The person driving the vehicle/bus holds a current Australian driver's licence and appropriate accreditation certificate
- Adequate supervision is provided when children are being transported. Consideration must include:
  - The number, age and ability of children
  - visibility and accessibility
  - physical positioning of educators
  - risks related to the mode of transportation (including travel on foot)
  - risks in the environment, location and while travelling
  - the experience, knowledge and skill of each educator.
- That if the driver is expected to perform the role of supervisor, a risk assessment must address how adequate supervision will be provided while the driver has responsibility for driving the vehicle
- An easily recognised and suitably equipped first aid kit is easily accessible during transportation
- Educators carry medication, health plans and risk assessments for individual children
- Educators are aware of emergency procedures in case of an incident, injury or illness of a child
- At least one staff member accompanying children during transportation holds:
  - An approved first aid qualification and
  - A current approved anaphylaxis management training qualification and
  - An approved emergency asthma management training qualification.

### PICKING UP CHILDREN AND DURING TRANSPORTATION:

- The vehicle/bus will be parked in a safe location where children are not required to cross any roads (if this is unavoidable, a risk assessment and dedicated procedure for crossing the road will be completed)
- A 'head count' and check children's attendance record is made by the supervising educator/staff member as children assemble in a predetermined location prior to boarding
- Children are continuously supervised during transportation by a designated educator/staff member sitting in a location that provides clear vision of all children
- Children are to remain seated and secured in appropriate child restraints, if applicable, until the vehicle/bus has completely stopped
- The designated driver of the vehicle/bus complies with all appropriate road, safety and transport regulations

- Under no circumstances will the driver of the vehicle/bus and educators supervising the children use handheld mobile phones unless safely parked
- Under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- The designated driver of the vehicle has the right, *if required* to stop in a safe place until the children conform to the safety guidelines. Families will be notified if their child continues to be challenging and/or behaving in a dangerous manner.

### DROPPING OFF CHILDREN:

- The driver must park the vehicle in a safe location close to the entry to the service or location and turn off the ignition (unless turning the vehicle off disables door function)
- Children are to remain seated until the vehicle/bus has completely stopped
- A designated educator/staff member will assist children to safely disembark the vehicle/bus
- Children exit the vehicle/bus using the designated exit/entrance door or door located nearest to the kerb
- A 'head count' of children against the attendance record will be checked by the supervising educator/staff as they assemble in a predetermined location at the end of the journey and verified by a witness
- Educators/staff conduct a final sweep of the vehicle/bus, checking on and under seats to ensure there are no children or belongings left behind
- Checks of the vehicle should be recorded, signed by the relevant person and kept for inspection by the Regulatory Authority
- Once inside (or on location) a head count will be recorded with the time and location to verify correct numbers at the time of disembarking

### EDUCATORS/ DRIVER WILL ENSURE:

- Driver's licence and driver accreditation is current, and they are licenced to carry the required number of passengers for the purpose (this will be recorded and filed appropriately)
- Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury

- They adhere to the road rules and regulations mandated by law
- Children remain seated and do not behave in a dangerous or inappropriate manner
- The vehicle is parked in a secure and safe location for children to access
- The number of passengers does not exceed the legal requirement
- A working mobile phone is taken in case of an emergency
- A fully equipped first aid kit is easily accessible
- Once all children have exited the vehicle/bus, a final sweep of the vehicle will be made checking that there are no children or belongings left behind.
- Checks of the vehicle should be recorded, signed by the relevant person/s and kept for inspection by the Regulatory Authority
- Safely manage and report any signs of driver fatigue to Happy Haven OSHC Regional Directors or Senior Leadership
- Compliance with any request to inspect the vehicle from the Central Inspection Authority or Regulatory Authority
- Travel timetables, shift times and rostered breaks are managed effectively and any delays in transportation are communicated to the Happy Haven OSHC Regional Directors or Senior Leadership team
- When children and educators are being transported, the driver must not leave prior to the departure time, as authorised by the Responsible Person.

#### FAMILIES WILL :

- Adhere to the service's *Arrival and Departure Policy* and *Safe Transportation Policy*
- Communicate any change in transportation requirements for their child with management/nominated supervisor as soon as they are aware (for example: no transport is required on a particular day as the child has returned home from school due to illness)
- Notify the service if their child is going to be absent on a particular day and not require transport
- Ensure written permission for transportation of their child by the service is granted by an authorised nominee named in the child's enrolment record
- Update emergency contact numbers regularly
- Educate and support their children to develop awareness, skills and knowledge to become safe road users.

## USEFUL RESOURCES

### [Kids and Traffic- Early Childhood Road and Safety Education Program](#)

- Transporting children safely- Guidance on Understanding safe transport and travel requirements for education and care service providers (2020).
- Safe Travel and Transport- Advice for working with children, families, schools and communities (2020).

## SOURCE

Australian Children's Education and Care Quality Authority (2020), *Safe transportation of children infosheet*, <https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf>

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Department of Education Skills and Employment. (2021). *My Time Our Place*, <https://www.dese.gov.au/national-quality-framework-early-childhood-education-and-care/my-time-our-place>

Austroroads, *For employers and heavy vehicle operators*, <https://austroroads.com.au/drivers-and-vehicles/assessing-fitness-to-drive/for-employers-and-heavy-vehicle-operators>

Childhood Australia Code of Ethics. (2016).

Government of South Australia, *Apply for driver's accreditation*, <https://www.sa.gov.au/topics/driving-and-transport/industry-services/taxi-and-passenger-transport/apply-for-driver-accreditation>

Government of South Australia, *Australian road rules*, <https://www.legislation.sa.gov.au/lz?path=%2FC%2FR%2FAustralian%20Road%20Rules>

Government of South Australia, *Code of practice for buses* <https://www.sa.gov.au/topics/driving-and-transport/vehicles/vehicle-types-and-specifications/code-of-practice-for-buses>

Government of South Australia, *The driver's handbook*, <https://mylicence.sa.gov.au/road-rules/the-drivers-handbook>

Government of South Australia, *Driver's license classes*, <https://www.sa.gov.au/topics/driving-and-transport/licences/licence-details/driver-s-licence-classes#:~:text=Driving%20a%20bus,also%20authorised%20to%20drive%20buses.>

Government of South Australia, *Fitness to drive*, <https://www.sa.gov.au/topics/driving-and-transport/licences/tests/medical-fitness-to-drive>

Government of South Australia, *Heavy vehicle driver's handbook*, [https://www.mylicence.sa.gov.au/my-heavy-vehicle-licence/heavy\\_vehicle\\_drivers\\_handbook](https://www.mylicence.sa.gov.au/my-heavy-vehicle-licence/heavy_vehicle_drivers_handbook)

Government of South Australia, *Heavy vehicle national law (South Australia) act 2013*, [https://www.legislation.sa.gov.au/LZ/C/A/HEAVY%20VEHICLE%20NATIONAL%20LAW%20\(SOUTH%20AUSTRALIA\)%20ACT%202013.aspx](https://www.legislation.sa.gov.au/LZ/C/A/HEAVY%20VEHICLE%20NATIONAL%20LAW%20(SOUTH%20AUSTRALIA)%20ACT%202013.aspx)

Government of South Australia, *Mobile phones while driving*, [https://www.mylicence.sa.gov.au/road-rules/the-drivers-handbook/mobile\\_phones\\_while\\_driving](https://www.mylicence.sa.gov.au/road-rules/the-drivers-handbook/mobile_phones_while_driving)

Government of South Australia, *Operating a passenger transport business*, <https://www.sa.gov.au/topics/driving-and-transport/industry-services/taxi-and-passenger-transport/operator-accreditation>

Government of South Australia, *Organising a roadworthy inspection*, <https://www.sa.gov.au/topics/driving-and-transport/vehicles/vehicle-inspections/roadworthy-inspections>

Government of South Australia, *Passenger transport act 1994*, <https://www.legislation.sa.gov.au/LZ/C/A/Passenger%20Transport%20Act%201994.aspx>

Government of South Australia, *Road safety - minimising the risks*, <https://www.mylicence.sa.gov.au/road-rules/the-drivers-handbook/minimising-risks>

Government of South Australia, *Road traffic act 1961*, <https://www.legislation.sa.gov.au/lz/c/a/road%20traffic%20act%201961.aspx>

Government of South Australia, *Road traffic (road rules - ancillary and miscellaneous provisions) regulations 2014*,

[https://www.legislation.sa.gov.au/lz/path=%2FC%2FR%2FROAD%20TRAFFIC%20\(ROAD%20RULE%20-%20ANCILLARY%20AND%20MISCELLANEOUS%20PROVISIONS\)%20REGULATIONS%202014](https://www.legislation.sa.gov.au/lz/path=%2FC%2FR%2FROAD%20TRAFFIC%20(ROAD%20RULE%20-%20ANCILLARY%20AND%20MISCELLANEOUS%20PROVISIONS)%20REGULATIONS%202014)

Government of South Australia, *Seatbelts and child restraints*,

<https://www.mylicence.sa.gov.au/road-rules/seatbelts-and-child-restraints>

KidSafe Australia (Child Accident Prevention Foundation of Australia), *Car and road safety*,

<https://kidsafe.com.au/car-road-safety/>

National Heavy Vehicle Regulator (NHVR), *Heavy vehicle national law and regulations*,

<https://www.nhvr.gov.au/law-policies/heavy-vehicle-national-law-and-regulations>

National Heavy Vehicle Regulator (NHVR), *Work Diary*, <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-diary#work-diary-differences>

New South Wales Government, *Education and Care Services National Regulations (2011)*,

<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>

South Australia Police, *Road safety*, <https://www.police.sa.gov.au/your-safety/road-safety>

## REVIEW

POLICY REVIEWED	JUNE 2022	NEXT DATE	REVIEW	JUNE 2023
MODIFICATIONS	Formatting edits and final check through to ensure draft is ready to go live			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT DATE	REVIEW
MAY 2022	<ul style="list-style-type: none"> <li>Minor grammar changes to previous draft</li> </ul>		MAY 2023	
DECEMBER 2021	<ul style="list-style-type: none"> <li>Split content from Road Transportation and Road Safety draft into two new policies using new Childcare desktop format. New policies are Q2 Safe Transportation Policy and Q2 Road Safety Policy.</li> </ul>		OCTOBER 2022	
OCTOBER 2020	<ul style="list-style-type: none"> <li>Policy Road Transportation and Road Safety drafted to comply with new regulations.</li> </ul>		JULY 2021	