

# TRANSPORTATION

## PRINCIPLE

Greater Shepparton City Council Children's Services will ensure every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury whilst travelling as pedestrians, cyclists or passengers in vehicles. (*Education and Care Services National Law – section 167*).

## DEFINITION

### Regular Transport

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.

## GUIDELINES

### Children's Services will ensure:

1. A risk assessment is carried out before a written authorisation is sought to transport a child (*Education and Care Services National Regulation 102B (1)-(3)*).
2. A risk assessment is not required for regular transportation if a risk assessment for the regular transportation has been conducted within the previous 12 months (*Education and Care Services National Regulation 102B (4)*).
3. The risk assessment: *Appendix 7.2 – Excursion/Regular Outing/Regular Transportation Authorisation Form*
  - (a) identifies and assess risks that the excursion may pose to the safety, health wellbeing of any child being taken on the excursion; and
  - (b) specifies how the identified risks will be managed and minimised (*Education and Care Services National Regulation 102C*).
4. A child being educated and cared for by the service is not to be transported by the service or on transportation arranged by the service unless written authorisation has been given by a parent or other person named in the child's enrolment record as having authority, given by the parent, to authorise the child being transported by the service or on transportation arranged by the service (*Education and Care Services National Regulation 102D*).
5. If the transport is regular transport, the authorisation is only required to be obtained once in a 12 month period (*Education and Care Services National Regulation 102D (5)*).

6. The following requirements are compiled in relation to children embarking a means of transport at the education and care service premises:
  - (a) a staff member or nominated supervisor of the service, who is not driving the means of transport, is present when the children embark the means of transport at the education and care service premises; and
  - (b) each child embarking the means of transport at the education and care service premises is accounted for by the person referred to in paragraph (a); and
  - (c) immediately after all the children have embarked the means of transport at the education and care service premises, a record is made that—
    - confirms each child referred to in paragraph (b) has been accounted for; and
    - states how each child referred to in paragraph (b) has been accounted for; and
    - states the date and time the record is made; and
    - states the name of, and is signed by, the person referred to in paragraph (a)

*(Education and Care Services National Regulation 102E).*  
*(Appendix 7.2 – Excursion/Regular Outing/Regular Transportation Authorisation Form)*  
 section - Transportation of Children Record to be completed *(Education and Care Services National Regulation 177(1)(o)).*
  
7. The following requirements are compiled in relation to children disembarking a means of transport at the education and care service premises:
  - (a) staff member or nominated supervisor of the service, who is not driving the means of transport, is present when the children disembark the means of transport at the education and care service premises; and
  - (b) each child disembarking the means of transport at the education and care service premises is accounted for by the person referred to in paragraph (a); and
  - (c) the person referred to in paragraph (a) examines the interior of the means of transport to confirm no children remain on the means of transport; and
  - (d) immediately after all the children have disembarked the means of transport at the education and care service premises, a record is made that—
    - confirms each child has been accounted for; and
    - states how each child has been accounted for; and
    - states the examination referred to in paragraph (c) has been carried out; and
    - states the date and time the record is made; and
    - states the name of, and is signed by the person referred to in paragraph.

*(Education and Care Services National Regulation 102F).*  
*(Appendix 7.2 – Excursion/Regular Outing/Regular Transportation Authorisation Form)*  
 section - Transportation of Children Record to be completed *(Education and Care Services National Regulation 177(1)(p)).*
  
8. All children are adequately supervised and accounted for at all times whilst being transported by foot or vehicle. Regular monitoring of children's presence is checked to ensure all children have been transported to the destination and have been returned to the service at the conclusion of transportation. *(Education and Care Services National Law – section 165).*
  
9. A relevant number of educators participating in an excursion, including regular outings is no less than the number prescribed for the purpose *(Education and Care Services Law - section 169)*, with staff ratios maintained at all times. To be included in the educator to child ratios, educators must be working directly with children *(Education and Care Services National Regulation 122)*. In addition, the qualification requirements for educators must be met *(Education and Care Services National Regulation 126-7)* (refer to the *Delivery and Collection of Children* policy).

10. Any volunteers / parents are additional above the educator to child ratios.
11. All transport used is suitable and safe for all children.
12. No child will be left unattended in any vehicle or pram to avoid any risk of harm to the child and to prevent heat stress.
13. Effective learning environments are provided that include partnerships with families to support road safety education through program participation and the sharing of information in culturally sensitive and inclusive ways.
14. Appropriate procedures are followed in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from the service (refer to *Emergency Situations Policy*).

**Children's Services will ensure:**

**In relation to bus Travel:**

1. The number of passengers must not exceed the number that the bus is licensed to carry.
2. Hired buses are fitted with seatbelts that must be worn at all times and hygiene practices are carried out by the bus company before use.
3. All children remain seated at all times whilst travelling on the bus and must have hands cleaned on exiting the bus.

**In relation to transporting children by prams:**

1. Educators use the equipment in accordance with the manufactures guidelines

## Four-Year-Old Kindergarten

Kindergarten's who have children travelling on the school bus service please refer to the following website for updated information: <https://www2.education.vic.gov.au/pal/school-bus-program/policy>.

**Children's Services will ensure:**

1. Parent/guardian's accept the conditions of travel and the authority of the coordinating Principal of the school.
2. Parent/guardian's provide a written undertaking to the coordinating Principal that other transport arrangements will be made if seating becomes insufficient due to an increase in the number of students with prior rights to travel or a smaller vehicle is engaged for the service.

3. Parent/guardian provide written confirmation to the coordinating Principal that the child is independently able to travel on the bus.
4. A risk assessment is completed for the regular outing (which includes the collection of the child from the school bus and escorting them to the service) and parent/guardian authorisation requirements are provided as set out in the (*Education and Care Services National Regulations 100 to 102*).
5. The educator who has been arranged to escort the child/ren from the school bus to the kindergarten are to complete where possible (*Appendix 12.3 – Regular Transportation of Children Record* and sign all children into the service on arrival. (*Education and Care Services National Regulations 102F; 177(1)(p)*).
6. The service notifies the parent/guardian if the child/ren do not arrive on the school bus as expected, as soon as possible.
7. Families notify the Kindergarten before expected arrival time if the child is not travelling on the school bus.

**Children's Services will ensure:**

**In relation to transporting children by foot (walking bus)**

1. That the safest route is taken, choosing places where there are sidewalks or footpaths separate from traffic if possible.
2. Extreme care is undertaken when crossing all roads and that children cross the road at the crossing or lights where available, and obey the road rules.
3. Discussions are had with children about road safety so they can gain understanding about the broad range of factors involved.
4. Parents/guardians have had *the Walking Kinder Bus Information Booklet* (M20/86740) made available to them, and have completed *Appendix 12.1 – Walking kinder bus parent/guardian authorisation form* prior to child/ren participating in the walking bus.

**Related Policies:**

- Acceptance and Refusal of Authorisation
- Delivery and Collection of Children
- Enrolment and Orientation
- Emergency Situations
- Excursions
- Providing a Child Safe Environment

**National Quality Standards: 2.1.2, 2.2.1**

**Education and Care Services National Regulations 2011: 99, 100, 101, 102 (A) (B), (C), (D), E),( F),123,126,127 158,159,160,161,168(2)(ga); 177(1)(o)(p)**

**Education and Care Services National Law 2010 – section 165; 167; 169**

## Sources and Reference Tools:

- ACECQA – *Safe transportation of children – information sheet*
- ACECQA – *NQF Review - Changes to regular transportation of children commencing 1 March 2023*
- ACECQA – *NQF Review – Guidance for adequate supervision during transportation*
- ACECQA – *NQF Review – Minimising the risk of children being left in vehicles*
- ACECQA – *NQF Review – Risk assessment and management – Safe transportation of children safety checklist and regular transportation record form*
- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law 2010*
- *Vic roads website – [www.vicroads.vic.gov](http://www.vicroads.vic.gov)*
- *Early Learning Association Australia (ELAA) – Vic Roads – starting out safely*
- *Department of Education and Training (DET) -Transporting of Children Requirements*
- *Department of Education and Training (DET) – School bus program*

Implemented: October 2020  
Next Review: October 2022

Updated 03/2023 - due to Legislation Requirements Next Review by October 2022 – changes to regular transportation of children  
Updated 09/2023 - removing reference to Family Day Care due to cease of Family Day Care operations