



Woolooware Outside School Hours Care

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TRANSPORTATION POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care believe in the child's right to feel safe while travelling to and from school and excursions. We will ensure that all modes of transportation used while children are in our care will be safe and will comply with all the required regulations.

CONSIDERATIONS

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Roads and Maritime Service NSW
- Kidsafe NSW

PROCEDURE

- All children travelling from one place to another must have the written consent from parents or guardians.
- An all-weather meeting place will be established when collecting children from school.
- All vehicles used by the centre will comply with the appropriate road and transport regulations, will be mechanically sound, have regular maintenance and have third party and comprehensive insurance.
- The driver will ensure that the fuel level is sufficient to undertake the journey.
- All educator or volunteer drivers will hold the appropriate driver's license for the vehicle they are driving.
- A risk assessment (reg 102B) must be conducted prior to any activities which require the use of transportation.

All private vehicles can only be used if:

- The vehicle is registered and in a safe mechanical condition.
- The vehicle is equipped with seat belts.
- The vehicle has minimum third party property damage insurance.
- The driver has a current driver's license.
- Before travelling in the vehicle the educator will ensure that all children wear a seat belt or, in a bus, where seat belts are fitted.
- A First Aid Kit should be carried in the vehicle.
- 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 comply with instructions.

In the case of a vehicle breakdown the educator in charge or the driver will:

- Discuss suitable alternative transport and organise for this to be undertaken.
- Ensure that the children are kept safe at all times.
- The Centre Director or Group Leader will inform the parents of the breakdown if necessary.



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In the case of a vehicle accident the educator in charge or the driver will:

- Check to see if any children or educators are hurt, conduct first aid and phone for an ambulance if necessary.
- Comfort and calm the children.
- Ensure that the children are safe at all times
- Take the required details of the other driver involved: name, date of birth, contact, registration number, driver's license, insurer and any damage made to either vehicle.
- Organise alternative transport.
- Phone the police if necessary.
- Make an accident report on return to the centre.
- A mobile phone should be carried in case of accident or emergency and children should be instructed to stay with the vehicle until assistance arrives.
- The centre's details should always be carried in the vehicle.
- The supervisor will inform the parents of the incident and ensure that all the appropriate accident procedures are undertaken.

When transporting children by public transport educators will:

- Ensure children are informed on what process will be taken when travelling on public transport
- Ensure that a list of the children's names and number of children travelling is taken.
- Take the centre's name, address and contact numbers with them.
- Conduct a head count on a regular basis.
- Assist children in getting on and off the mode of transport (using monkey arms)
- Ensure children are supervised at all times
- Ensure that all children are accounted for before allowing the vehicle to leave.

When transporting children by foot, educators will:

- Ensure that the safest route is taken
- Wear safety vests
- Ensure children cross the road at the crossings or lights where available, and obey the road rules
- Undertake extreme care crossing all roads and driveways
- Keep children together as a group and walk in line on pavements. Educators are to remain vigilant and ensure that no child runs ahead, lags too far behind the group or acts inappropriately
- Take appropriate wet weather gear, jackets or sun hats to use as required Children should be made aware of all the rules associated with all the modes of transport. Educators will ensure that these rules are enforced.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023