

Transport Policy and Procedure

Title:	Transport Policy and Procedure		
Last Reviewed:	October 2015	Next review due:	March 2017
NQF Reference:	National Law section 167 National Regulations 99, 102, 161, 168 NQS 2		

Rationale

Blackmans Bay Childrens Services will ensure educators, parents¹ and children are made aware of this policy and procedure and provide every possible assistance to all drivers to implement it.

Policy

Where the service is responsible for transporting children from one venue to another the service holds a duty of care to the children travelling in the vehicle.

Any vehicle used to transport children by the service must be fully serviced, registered and insured.

Where the service's vehicle is utilised, Blackmans Bay Childrens Services must ensure that the vehicle meets the requirements of the *Passenger Transport Services Act 2011*, including any amendments, and display the current accreditation certificate for the vehicle.

Procedure

Blackmans Bay Childrens Services is responsible for the selection and approval of person/s to drive a vehicle which is used to transport passengers for the service.

Person/s driving the vehicle must at all times adhere to the current rules and regulations surrounding the transporting of passengers.

The following criteria will be applied by the Management Committee when approving person/s to drive a vehicle for this purpose:

The driver must:

- have held a full and current licence for a minimum of 3 years;
- have a good driving record;
- have declared any medical or eyesight conditions;
- have the skills and ability to act appropriately in an emergency situation;
- be a responsible and mature person.

Upon approval to drive the service vehicle the driver must:

- ensure a pre-departure inspection is completed;
- ensure there is adequate fuel for the journey and a minimum of half a tank of fuel when the service vehicle is returned;
- ensure the first aid kit is accessible and adequately stocked (e.g. no expired goods);
- at all times observe speed limits, exercise judgement and regulate speed according to road and/or weather conditions;
- not take any drug likely to impair their performance as a driver;
- have a zero blood alcohol reading as required by legislation (any breach would result in withdrawal of authority to drive);
- report any traffic infringements to the Senior Management Committee;
- ensure the fire extinguisher has a currency check;
- wear appropriate footwear to drive;
- carry a mobile phone in the vehicle;

- notify the Director/office of the vehicle leaving the service, the destination and the anticipated return time;
- ensure the bus and garage are locked after each excursion; with the keys returned to office.

All educators must:

- ensure the vehicle is left clean after every use;
- not smoke in the vehicle at any time;
- ensure passengers travelling in the vehicle are safe from overheating and have adequate fluid intake;
- ensure passengers are never be left unattended in the vehicle.

Before the journey begin, the senior staff member nominated by the Director to be in charge should ensure that:

- when children are being transported, ensure an educator holds a current, approved first aid certificate (including asthma and anaphylaxis);
- where applicable, no child occupies a seat not fitted with a seat belt;
- where applicable, children under the age of 7 are to use an appropriately fitted, approved child restraint that meets Australian Standards (AS 1752); is no more than 10 years old; in proper working order; is appropriate to the size and weight of the child and has been correctly anchored to the vehicle using an Australian Standard's approved anchorage system; and
- where applicable, children over the age of 7 are to use an approved child restraint or properly adjusted and securely fastened seat belt (Noting that most children cannot wear an adult seat belt correctly until the age of 10 -12. It is advised that a booster seat is continued to be used until a child can wear a seat belt correctly).
- every child has their seat belt on and correctly secured;
- the vehicle does not exceed the maximum licensed number of passengers.

In the event of an emergency:

- Educators are to ensure all passengers are safe, uninjured and children are appropriately supervised;
- Notify the Senior Management Team of the situation and change of circumstances;
- Ensure parents are notified, as applicable (i.e. the return time to the service premises will be affected);
- Contact Emergency Services if required.

In addition, where a chartered vehicle breaks down, the senior staff member will:

- Ensure the bus operator is notified to organise alternative transportation. Where the bus operator cannot organise alternative transportation in a timely manner, the service vehicle may be used at the discretion of the Senior Management Team.

Where the service vehicle breaks down, the senior staff member will:

- Contact RACT for breakdown vehicle support (13 11 11);
- Notify a member of the Senior Management Team of the situation and change of circumstances;
- Ensure parents are notified, as applicable (i.e. the return time to the service premises will be affected);
- Ensure appropriate supervision of all passengers at all times;
- Where applicable, the office will organise alternative transport arrangements.

In the case of an unwell child:

- The parent will be notified to collect the child;

Transport Policy and Procedure

- Where the parent (or other appropriate person) is unavailable, provision will be made for a staff member to supervise the child.

Links to other policies or documents

- Excursion Policy and Procedure
- Supervision Policy and Procedure

Sources

- *Passenger Transport Services Act 2011*
- Kidsafe
- Department of Infrastructure, Energy and Resources
- *Education and Care Services National Law*
- *Education and Care Services National Regulations*