



# Transport Policy and Procedure

**Policy Relevant to:** Transport  
**Last Reviewed:** November 2018  
**Next Review:** September 2021  
**NQF Reference:** National law section 167, Regulations 99, 102, 161, 168

## Objective:

Adventure Patch will ensure educators, parents and children are made aware of this policy and procedure and provide every possible assistance to all drivers to implement it.

Where Adventure Patch is responsible for transporting children from one venue to another the service holds a duty of care to the children travelling in the vehicle. The safety of each child and all educators is paramount at all times

Any vehicle used to transport children by the service must be fully serviced, registered and insured. A compliance certificate will be requested from all Bus Companies used by the service.

Where the service's vehicle is utilised, Adventure Patch 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:

Adventure Patch is responsible for the selection and approval of person/s to drive a vehicle which is used to transport children, educators and volunteers 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 Leadership Team 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 an acceptable driving record;
- have declared any medical or eyesight conditions that may have an impact on their driving;
- 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:

- collect keys, dust buster and mobile phone from Ocean View office.
- Driver to ensure a pre-departure inspection is completed, dated and signed;
- 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, in date products and adequately stocked
- 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 immediate withdrawal of authority to drive);
- report any traffic infringements to the Leadership Team;
- ensure the fire extinguisher has a currency check;
- wear appropriate footwear to drive;
- carry the charged bus mobile phone in the vehicle;
- notify the Director 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 Ocean View
- Mobile phone and dust buster to be returned to Ocean View for charging.

**All educators must:**

- ensure the vehicle is left clean after every use;
- Harnesses must be neatly left, not twisted and fastened together.
- Car seats clear of any debris e.g. sand, dirt
- Dust buster to be used to clean sets if required
- No smoking in the vehicle at any time;
- ensure passengers travelling in the vehicle are safe from overheating and have adequate fluid intake;
- No passengers to be left unattended in the vehicle.
- Educator/child ratios apply at all times

**Before the journey begins, 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
- no child occupies a seat not fitted with an appropriately fitted harness/ seat belt;
- 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 fitted by a registered approved provider.
- Any child over the age of 7 is 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 -12yrs. 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 Leadership 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 driver has informed the operator 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 Leadership Team.

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

- Contact RACT for breakdown vehicle support (13 27 22);
- Notify a member of the Leadership 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;
- Where the parent (or other appropriate person) is unavailable, provision will be made for a staff member to supervise the child.

**Links to Policies:**

- Excursion Policy and Procedure
- Supervision Policy and Procedure
- Road Safety Policy

**Sources:**

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

