

Transport Policy



Policy Relevant to:	All staff, Educators & families
Last Reviewed:	February 2023
Next Review:	September 2025
NQF:	4 (1), 24 (ha), 85, 89, 98, 99, 100, 101(2)(d), 102(a), 102(b), 102(c), 102(d), 102(e), 102(f), 122, 123, 136, 158, 161, 168, 168 (2), 170, 171, 172, 172 (2)f,g), 177 (1)o,p), 183, S51(4A), s165, s167
NQS:	2.2, 2.2.1, 2.2.2
National Law:	167

Purpose

The *Education and Care Services National Regulations* requires Adventure Patch to ensure all our services have policies and procedures in place in relation to the safe transportation of children and take reasonable steps to ensure those policies and procedures are followed (regulation 170). [ACECQA, 2021]

The safety of each child and all educators is paramount at all times. This includes those children and accompanying educators who travel on the service's vehicles. Proper restraint systems will be used according to current *Australian Standards*. The vehicles itself will be maintained according to *Australian Standards*.

Implementation

Appropriate safety measures have been implemented through comprehensive risk assessment process to ensure supervision is adequate at all times when transporting children as part of before and after school or when children are participating in excursions as part of the educational program.

Educator ratios are adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time.

Procedures are in place to ensure a Nominated Supervisor or staff member is present and accounts for each child (and make a record) when children embark and disembark the vehicle at the service premises and the interior of the vehicle is thoroughly checked to ensure no child is left behind.

Objective

Adventure Patch will ensure educators, parents and children are made aware of this policy 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.

Educators will assist bus drivers to ensure each child is transported safely at all times. The service understands that the driver maintains ultimate responsibility for road safety and ensuring each child is properly seated and restrained.

All educators, however, have an equal responsibility to assist the driver and check that each child is seated and restrained appropriately. Under no circumstances will any child be transported if Adventure Patch guidelines are not met.

Transportation

As transportation can present heightened risks to the safety of children when children get in or out of vehicles and when they arrive at or leave the service, the following new regulatory requirements will apply to centre based services that provide regular transportation:

- Adventure Patch must ensure an educator or nominated supervisor (other than the driver) accounts for children as they get in or out of a vehicle at an education and care service.
- Adventure Patch must ensure records are made showing children are accounted for as they get in or out of a vehicle at the education and care service.
- Adventure Patch must ensure records are made confirming a check of the inside of a vehicle was completed at the service after all children have left to ensure no children remain.
- Adventure Patch must notify the regulatory authority when they start providing or arranging regular transport, and again when they finish. This can be done through the NQA ITS.

Vehicles

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.

Under no circumstances will personal vehicles will be used to transport children in Adventure Patch care.

Definitions

Excursion: an outing organised by an education and care service

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 the same for each occasion on which the child is transported.

Transportation: (that is part of the education and care service): Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applied in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school or a place of excursion.

Transition: In relation to the day-to-day process of moving between the service and a range of different education and care settings or from the education and care setting to a school setting.

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.

Sources

ACECQA National Regulations update March 2023
Australian Standards

Review History

Policy Reviewed By:	Lindy Davis	Manager LDC	February 2023
POLICY REVIEWED	February 2023	NEXT REVIEW DATE	SEPTEMBER 2025
Modifications	<ul style="list-style-type: none"> • Update NQFs and NQS • Added definitions • Included new NQF transport regulations which take effect 1st March 2023 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
	<ul style="list-style-type: none"> • 		SEPTEMBER 2025

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Manager:	<i>L Davis</i>