
ARANDA AFTERS ASSOCIATION INCORPORATED



TRANSPORTATION POLICY

Implemented	Updated/Reviewed	Next Review Due By
June 2015		June 2018

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1 REFERENCES

NATIONAL QUALITY STANDARDS

2.3.1	Children are adequately supervised at all times.
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
6.3.2	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.

NATIONAL REGULATIONS

100	Risk assessment must be conducted before excursion.
101	Conduct of risk assessment for excursion.
102	Authorisation for excursion.
99	Children leaving the education and care premises

2 AIM

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 bus. Proper restraint systems will be used according to current Australian Standards. The vehicle itself will be maintained according to Australian Standards.

3 IMPLEMENTATION

The guidelines in the Transportation Policy will be used to educate children, families and the community on safely transporting children, road and pedestrian safety.

Educators will assist motor vehicle drivers and 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 using the following guidelines. Under no circumstances will any child be transported if all of the following guidelines are not met.

4 GENERAL TRANSPORT GUIDELINES

- Smoking of any substance, the intake of alcohol or the use of any illegal substance by any person while involved with the transportation of children is prohibited. Educators will refer to the service's **Code of Conduct** for further guidelines.
- Children will never be left unattended in any vehicle to promote positive supervision and to prevent heat stress.
- Educators will ensure that car seats, booster seats and seat belts are properly secured on each child and themselves before departing.
- Educators will assist children to fasten and release the safety restraints on their seats.
- Children will only be transported in a vehicle when the manufacturer's stated capacity is adhered to at all times.
- Children will be prohibited from drinking, eating, standing and any other dangerous activities whilst in the vehicle.
- Children will be accompanied at all times, including to and from the vehicle.
- If possible, children who have special needs will have their needs accommodated. An educator who is familiar with these needs will travel with the child.
- Educator ratios outlined in the **Staffing Arrangements Policy** apply when travelling on an excursion.
- Additional staff may be required to lower the educator ratios for activities where a higher level of supervision is required.

GUIDELINES FOR SEATBELTS AND RESTRAINTS IN VEHICLES OTHER THAN A BUS

- Seatbelts and restraints must meet Australian Standards.
- Educators will ensure that each child under seven years of age must be secured in a child restraint or booster seat (where available) when travelling in a vehicle.
- Children from four to under seven years of age can only sit in the front row of a vehicle when the other seats are occupied by children of a lesser age.
- The ages specified above are a guide for the safety of each child. If a child is too small for a restraint specified for their age, they should be kept in their current restraint for as long as necessary.
- If a child is too large for a restraint specified for their age, they may move to the next level of restraint.
- Child restraints purchased overseas do not comply with Australian Standards and they are not compatible with Australian vehicles. It is illegal to use restraints that do not meet the Australian standard.
- More information can be accessed at <http://www.tams.act.gov.au/move/australianroadrules>

4.1 Vehicles

- Only insured, licensed and vehicles with a high level of maintenance will be used.

- The vehicle will have a First Aid Kit inside it and emergency contact details for all children and educators in the vehicle.
- A mobile phone will be available in case of emergencies.

4.2 Drivers

- Drivers must be legally-licensed.
- Learners or Provisional licence (P-Plate licence) holders will not be allowed to drive the vehicle
- Drivers will meet staff qualifications and must be able to pass a criminal history check.
- Drivers will hold first aid certificates.
- Drivers will drive legally and follow road rules at all times.
- Drivers will not be included in the educator ratios.
- Drivers will not be talking on a mobile phone at any time, including hands free systems, and loud music will not be played to prevent distractions.
- The Nominated Supervisor is responsible for collecting background check and driving histories of the bus drivers and updating this information annually.
- The Nominated Supervisor is responsible for ensuring the safety of the motor vehicle, insuring the vehicle and keeping it at a safe standard.

5 BUSES

Bus drivers are exempt from ensuring passengers under 16 years of age are restrained.

Under the Australian Road Rules, a bus is defined as a motor vehicle designed to carry over 12 adults (including the driver). If a vehicle is designed to carry 12 adults or less (including the driver) it is not a bus and the driver is not exempt from ensuring all passengers are appropriately restrained.

Buses manufactured after 1995 are required to have at least 6 anchorage points for child restraints.

5.1 We will ensure that:

- Where a restraint is available it will be worn.
- If the vehicle is designed to carry twelve (12) adults or less (including the driver) the driver is required to ensure that all passengers are restrained in the appropriate restraint for their age and adhere to all other guidelines on seating and restraints.
- That if the vehicle is designed to carry more than twelve (12) adults or passengers under 16 years:
 - occupy a seating position that is fitted with a suitable seatbelt;
 - do not occupy the same seating position as another passenger; and
 - wear the seatbelt properly adjusted and fastened.

5.2 Medical Exemptions

- Children are exempt from wearing a child restraint if they hold a medical certificate signed by a medical practitioner which certifies that the child should not, for medical reasons, be restrained while travelling in a motor vehicle.
- Generally, if a child is unrestrained within a vehicle on medical grounds, they must travel in a rear seat. However, if the medical certificate signed by a medical practitioner certifies that the child should not, or cannot, for medical reasons, travel in a rear seat, then the child may sit in the front row.

5.3 Drivers – other than those employed by a registered bus company

- Drivers must be legally-licensed.
- Learners or Provisional licence (P-Plate licence) holders will not be allowed to drive the vehicle.
- Drivers will meet staff qualifications and must be able to pass a criminal history check.
- Drivers will hold first aid certificates.
- Drivers will drive legally and follow road rules at all times.
- Drivers will not be included in the educator ratios.
- Drivers will not be talking on a mobile phone at any time, including hands free systems, and loud music will not be played to prevent distractions.
- The Nominated Supervisor is responsible for collecting background check and driving histories of the bus drivers and updating this information annually.
- The Nominated Supervisor is responsible for ensuring the safety of the motor vehicle, insuring the vehicle and keeping it at a safe standard.

5.4 Excursions

- The service will follow the **Excursion Policy** at all times when organising excursions or incursions for children.

6 ROAD SAFETY

6.1 Pedestrian Safety

Based on KidSafe Australia’s guidelines, our service recognises and will follow the following information:

- Children are vulnerable road users.

Although children may think they can handle crossing a road by themselves, remember that children:

- Are easily distracted and focus on only one aspect of what is happening.
- Are smaller and harder for drivers to see.
- Are less predictable than other pedestrians.
- Cannot accurately judge the speed and distance of moving vehicles.

- Cannot accurately predict the direction from which sounds are coming.
- Are unable to cope with sudden changes in traffic conditions.
- Do not understand abstract ideas - such as road safety.
- Are unable to identify safe places to cross the road.
- Tend to act inconsistently in and around traffic.

Children under ten (10) years of age need to be accompanied and closely supervised by a parent or adult carer to ensure their safety. A simple way of doing this is to hold hands.

6.2 Educators will use the following to guide education with families and the community.

- Parents and caregivers have a key role in educating their children about road safety. Children learn about road safety largely by experience.
- Parents and adult carers have opportunities in day-to-day routines to discuss road safety with children, for example, on the way to school.
- Whenever crossing roads, it is an idea to talk about when and why it is safe to cross the road with your children so they can gain understanding about the broad range of factors involved.
- Anywhere where there is a potential for moving vehicles is a potentially dangerous traffic situation for children. This includes residential areas, car-parks, at traffic lights, along footpaths, pedestrian and other crossings, driveways, quiet streets, and busy streets.
- Children need parental/adult carer close supervision in and around traffic to make them safer.

6.3 Driveway Safety

- Ensure you are aware of where children are whenever a vehicle is to be moved.
- Encourage children to play in safer areas away from the driveway and cars - the driveway is like a small road and should not be used as a play area.

7 SOURCES

- Education and Care Services National Regulations 2011
- National Quality Standard
- Territory and Municipal Services
- KidSafe ACT