



LOCAL SAFE TRANSPORTATION OF CHILDREN POLICY AND PROCEDURE



Government
of South Australia
Department for Education

NQS Quality Area: 2

BROAD POLICY STATEMENT:

Strathalbyn kindergarten aims to provide a safe bus service for children and staff that will support families who require assistance with transporting their children to and from the centre. Thorough planning and protective measures that safeguard children and staff are implemented in the daily routine to reduce the risk of harm or injury such as children being left on the bus unsupervised and/or unaccounted for, illness of children and/or staff and vehicle accidents and breakdowns and bushfires.

This bus transport policy and procedure is used in conjunction with a relevant risk assessment on bus transportation of young children. A comprehensive induction process will be undertaken and documented to ensure agreement and adoption of these daily practices by all staff involved in bus transportation including the bus driver, non-driving staff and any volunteers. Children using bus transport will also undertake an induction process.

Rationale:

Strathalbyn kindergarten caters to a large catchment area. Children may travel to Eastern Fleurieu Schools on up to 13 buses from different locations. It is crucial to ensure the safe travel and arrival of children from outlying areas of the catchment zone.

1. Reference to the National Quality Framework requirements

National Quality Standard

Quality Area 2	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.

Education and Care Services National Regulations

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

2. Implementation

Under no circumstances will any child be transported if all the following procedures are not met.

- 3.1 The bus driver is ultimately responsible for road safety and ensuring each child is properly seated and appropriately restrained (when necessary). However, all Strathalbyn Kindergarten staff have equal responsibility to assist the driver and check that each child is seated and restrained appropriately using the following procedures.
 - 3.1.1 The bus driver will ensure that the fuel level is sufficient to undertake the journey.
 - 3.2. All bus drivers carry a mobile phone, service contact name, address and contact phone numbers at all times.
 - 3.3. All bus drivers must have a current relevant history screening clearance performed by the Department for Communities and Social Inclusion (DCSI) Screening Unit before undertaking any driving duties.
 - 3.4. When picking children up, the bus should be parked in a location which does not require children to cross any roads and provides safe boarding and disembarkation.

- 3.5. The bus will comply with the appropriate road and transport regulations, will be mechanically sound, have regular maintenance and have third party and comprehensive insurance.
- 3.6. All children travelling on the bus must have written consent of a parent/guardian.
- 3.7. Children will be accompanied to and from the bus and supervised at all times.
- 3.8. Any child who is not met by a parent/guardian at the home drop-off point will return to the Strathalbyn Kindergarten for collection from the service.
- 3.9. Educator-to-child ratios apply as they do when travelling for an excursion, for a category 2 site this is 1:6

4. Bus Transport Procedure

Before all bus journeys, the bus driver is responsible for:

- ensuring the bus is fuelled
- completing a morning visual safety check of the bus (inside and outside)
- check first aid kit is already on the bus
- ensuring the CB radio is switched on and working
- carrying a mobile phone for emergency use only
- ensuring all children are seated and restrained correctly before bus moves.

4.1. Morning bus run

4.1.1. The bus driver is responsible for the following duties

- check any messages/notes on the bus sheet before starting the bus run
- collect bus manifest
- greet children and parent/caregiver on pick up
- record each child's time of pick up on bus sheet and sign to verify boarding, kindergarten children do not have tags and must be recorded manually.
- ask parent/caregiver to sign their child onto the bus and write any messages and /or comments on bus sheet relating to the child for handover to educators at Strathalbyn Kindergarten (NB: staff to initial all records)
- ensure all children are seated and restrained correctly before bus moves.

4.2. Morning bus run from EFS Strathalbyn to Coronation Rd Kindergarten

4.2.1. A nominated staff member is responsible for the following duties and their name recorded in the bus folder each day:

- check any messages/notes on the bus sheet and Seesaw before starting the bus run
- Collect bus folder, asthma kit and mobile phone, list of children's names.
- Greet children as they disembark each bus.
- record each child's name by signing next to each child's name on bus sheet and tick to verify boarding
- ask parent/caregiver to sign their child onto the bus and write any messages and /or comments on bus sheet relating to the child for handover to educators at Strathalbyn Kindergarten (NB: staff to initial all records)
- Ensure all children are seated and restrained correctly before bus moves.

4.3. On return arrival to Strathalbyn Kindergarten

4.2.1. Bus driver is responsible for:

- parking in designated safety zone and parking area ready for disembarkation
- when bus is completely stationary and motor turned off, bus driver toots the horn to make Kindy staff aware that the bus has arrived with the children on board.

4.2.2. Non-driving staff member is responsible for:

- ensuring children disembark the bus safely and ticking off each child's name
- undertaking a final check of the bus by walking through to the back of the bus (including looking underneath all seats) before going in to the centre
- sign bus sheet at end of the final check verifying the bus is empty

- (When inside Strathalbyn Kindergarten) sign in children (who have just arrived by bus) in the Kindy 'sign in' folder, initial their entry and write 'bus' in comments section.
- 4.2.3. Before starting the motor of the bus after children and staff have gone into the Kindy, the bus driver is responsible for:
- undertaking a final check of the bus by walking through to the back of the bus (including looking underneath all seats) before garaging and locking the bus
 - sign bus sheet at end of the final check verifying the bus is empty.
- 4.2.4. A nominated staff member at the Strathalbyn kindergarten is responsible for the following duties and their name recorded on the bus sheet each day:
- prepare for arrival of the children travelling by bus
 - open front door to allow children to walk into the building
 - ensure children walk from the bus safely into Strathalbyn Kindergarten
 - check off (and record) that all children on the bus sheet that day have entered Strathalbyn Kindergarten building
 - once the checklist is complete and the children are inside the building, lock the door and proceed inside
 - ensure parent messages and comments recorded on the bus sheet are discussed with relevant educators
 - hand bus folder to Nominated Supervisor for sighting and signature (to be returned to Kindy bench).
- 4.3. Afternoon bus run
- 4.3.1. Preferably parents (in the morning) and/or staff members must record any messages/comments relating to all children going home on bus on the PM bus sheet before children are taken out to the bus.
- 4.3.2. A nominated staff member at Strathalbyn Kindergarten is responsible for the following duties and their name recorded on the bus sheet each day:
- read messages/comments relating to afternoon bus run for that day and action
 - collect bus folder, asthma kit and mobile phone.
 - check first aid kit is already on the bus
 - ensure there is a second educator to assist with children boarding the bus
 - ensure that all children are seated towards the front of the bus first before using the rear seats
 - encourage children to put on their own seat belts independently and ensure all children are correctly restrained by seat belts before the bus moves
 - ensure that a seat is available for them at the rear of the bus or on the last row of seats so that all children are in front of or next to non-driving staff. Non-driving staff are to position themselves where they can provide adequate supervision of all children at all times
 - check off on bus sheet that all children have boarded the bus
 - ensure all children are adequately supervised; reminding children to keep seat belts buckled and remain seated until they are getting off of the bus
 - record drop off time and collecting authorised adult to sign bus sheet. In an emergency parents can ring Strathalbyn Kindergarten to give verbal consent for someone other than authorised adult to collect their child off bus (ID must be sighted by non-driving bus staff)
 - communicates any messages/notices/forms to parents/caregivers from the day's activities e.g. minor incidents/accident
 - after last child has disembarked the bus at the appropriate address, walk down to the back of the bus checking all seats and underneath all seats and sign the sheet to indicate the check was performed.
- 4.4. Final Bus Check after use of bus:
- 4.4.1 **Final checks by non-driving staff member:**
- walks through the bus to make sure that no children are hiding or sleeping on the bus (include looking underneath all seats)
 - signs bus sheet to verify the bus has been checked and is empty

4.4.2. Final checks by Bus Driver before locking up the Bus overnight:

- when all children and staff disembark the bus, bus driver must ensure the bus is completely empty by walking down to the back of the bus and checking all seats and underneath all seats before leaving the safety zone parking area
- check that nothing has been overlooked or left on the bus before locking the bus in the shed and sign the bus sheet verifying this final check has been performed.

5. Child and/or staff illness

5.2. In the event of child and/or staff illness while travelling on the bus:

- children and staff will remain seated and properly restrained during incidents of illness
- children will be closely monitored when feeling unwell and comforted by staff
- staff will contact the Director by mobile phone to inform of child or staff illness
- staff will communicate symptoms of illness to parent on collection of their child. This will be documented and initialled by parent.

5.2 Director will:

- contact parent to inform them of their child's illness and arrange early collection if necessary
- negotiate work arrangements with staff member.

6. Vehicle accidents

6.2. In the event of a vehicle accident, non-driving staff and/or the bus driver will:

- check to see if any children or staff are injured, conduct first aid and phone for an ambulance and/or police if necessary
- comfort and calm the children
- ensure children are supervised and safe at all times
- take the required details of the other driver involved: name, contact, registration number, driver's license number, insurer and photograph/note any damage made to either vehicle
- contact the Director to inform of the accident and arrange alternative transport
- on return to the service, communicate the details of the accident to the Director for completion of an IRMS report (and complete any other relevant reports).

6.3. Director will:

- arrange alternative transport and communicate details back to bus staff once finalised
- contact parents to inform of the vehicle accident.

7. Vehicle breakdowns

7.2. In the event of a vehicle breakdown, non-driving staff and/or the bus driver will:

- ensure children remain seated and properly restrained during breakdown
- supervise children at all times
- contact the Director to inform of the situation and discuss alternative transport if needed
- ensure children are kept safe at all times.

7.3. Director will:

- arrange alternative transport and communicate details back to bus staff once finalised
- contact parents to inform of the vehicle breakdown.

8. Bushfires

The Director must regularly review the weather forecasts and take particular notice when weather conditions create potential bushfire hazards. The Director and Strathalbyn Kindergarten Staff will follow the Eastern Fleurieu Schools Bus Bushfire and extreme fire danger policy. When necessary, warnings messages and fire danger ratings must be monitored. On days of forecast catastrophic fire danger rating, a risk assessment relating to bus travel or to make alternative arrangements must be undertaken.

8.2. In the event of a bushfire, non-driving staff and/or the bus driver will:

- not knowingly drive towards a bushfire
- proceed towards an area that is safe from fire danger which might result in a change of route
- ensure children remain seated and properly restrained at all times
- comfort and calm children
- contact the Director to inform of the situation and discuss an alternative route

- ensure children are kept safe at all times.

8.3. Director will:

- alert the non-driving staff and/or bus driver of bushfire or fire danger on or within reasonable distance from their usual route and discuss an alternative route
- contact parents to inform of the situation and negotiate alternative pick up points.

9. Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Department of Planning, Transport and Infrastructure – Road Rules and Seatbelts and Child Restraints
- Department for Education and Child Development – related policies and procedures including School Transport Policy and Safe Driving Procedure
- XYZ Preschool Governing Council.

10. Induction Verification

Staff are to read and sign that they understand and agree to implement the bus policy and procedure.

Verification of staff induction is provided at Appendix A.

Appendix A

Bus Transport Policy and Procedures

Verification record of completed staff induction process.

Staff Member Name	Signature	Date read, understood & agreed
