

Safe Transportation of Children Procedure

Procedure Statement

Working in conjunction with the *Safe Transportation Policy*, this procedure provides detailed steps for educators to ensure a high level of supervision and safety for all children whenever and wherever the service is providing or arranging transportation as part of our Service activity.

Links to the Education and Care Centres National Regulations 2020, National Quality Standards 2018

REGS

S. 51(4A)	The approved provider must ensure that the number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
S.165	Offence to inadequately supervise children
S.167	Offence relating to protection of children from harm and hazards
4(1)	Definition regular transportation
98	Telephone or other communication equipment.
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct a risk assessment for excursion
102	Authorisation for excursion
102A	Transportation of children other than as part of an excursion
102(b)	Transport Risk assessment must be conducted before service transports child
102(c)	Conduct of risk assessment for transporting of children by the education and care service
102(d)	Authorisation for service to transport children
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios – centre-based services
136	First Aid qualifications
158	Childrens attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168(2)(g)	Education and care service must have policies and procedures (transportation)
170	Policies and procedures to be followed.
177	Prescribed enrolment and other documents to be kept by approved provider
183	Storage of records and other documents

NQS

2.2	Each child is protected
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Procedures:

Responsibilities of the Approved Provider & Nominated Supervisor

The Approved Provider and Nominated Supervisor will:

1. Review the Safe Transportation Policy and this procedure annually in consultation with educators, staff, families and children.
2. Provide families with a copy of the Safe Transportation Policy and procedures at enrolment.
3. Ensure educators and staff are trained and inducted in safe transportation procedures before being involved in transportation.
4. Keep accurate records of inductions and refresher training.
5. Confirm that all drivers, educators and volunteers transporting children understand their roles and responsibilities.
6. Verify Working With Children Checks (WWCC) for all educators, staff and volunteers involved in transport.
7. Ensure at least one staff member present during transportation holds:
 - o Current approved First Aid qualification

- Anaphylaxis management qualification
 - Asthma management qualification
8. Ensure no staff, educators, drivers or volunteers are under the influence of alcohol, drugs or sedating medication.
 9. Notify the Regulatory Authority through NQAITS within 7 days that the Service arranges or provides transportation.
 10. Maintain accurate Transportation Attendance Records, including:
 - Children's attendance as they embark/disembark
 - Final vehicle check to ensure no child is left inside
 11. Ensure written authorisation is obtained from a parent/guardian or authorised nominee prior to transportation (Reg. 102D).
 12. Provide families with clear details of pick-up/drop-off points, routes, staff ratios, and any changes or delays.
 13. Maintain educator-to-child ratios at all times (1:15)
 14. Support educators to discuss safe travel strategies and behaviour expectations with children prior to transport.
 15. Follow the Service's Missing Child During Transportation Procedure immediately if a child is unaccounted for.
 16. Ensure any serious incidents are reported to the Regulatory Authority within 24 hours.

Risk Assessment

The Nominated Supervisor will:

1. Complete a Safe Transportation Risk Assessment prior to any transport being arranged.
2. Consult with educators, families and children (where appropriate) in developing the risk assessment.
3. Review risk assessments for regular transport at least annually, or when changes occur (e.g. route, destination, hazards).
4. Review risk assessments following any transport incident.
5. Ensure risk assessments include:
 - Route and duration of journey
 - Pick-up/drop-off locations
 - Mode of transport and restraint requirements
 - Water hazards or environmental risks
 - Staffing and supervision arrangements
 - Embarking/disembarking procedures

Emergency Transport Folder

An Emergency Transport Folder will be taken on all trips and must include:

- Emergency contacts for children and staff
- Transportation Attendance Record
- Medical management plans and medication if required
- Route details and maps
- Copy of relevant risk assessment

- Emergency procedures

Vehicle Management

The Nominated Supervisor will ensure:

1. The designated driver holds a current and appropriate licence.
2. Drivers sign a Driver Declaration confirming they are fit to drive and will follow Service policy.
3. Vehicles are road registered, insured, regularly serviced, and mechanically sound.
4. A Vehicle Safety Record is completed each time children are transported (covering seat belts, restraints, first aid kit, fire extinguisher, fuel, and mobile phone availability).
5. Child restraints meet Australian Standards (AS/NZS 1754), are installed correctly, checked annually, and not expired.
6. The number of passengers does not exceed the legal vehicle limit.
7. No handheld mobile phones are used by drivers or supervising staff while the vehicle is in motion.

Embarking / Boarding the Vehicle

Educators will:

1. Park vehicles in a safe location away from traffic hazards.
2. The vehicle must be turned off and keys out of the ignition.
3. Safely assemble and supervise children as they prepare to board.
4. The educator (not the driver) will mark children present on the Transportation Attendance Record as they board.
5. Follow the Missing Child Procedure if a child expected is not at the collection point.
6. Ensure seatbelts/restraints are fastened correctly and checked by two educators (where possible).
7. Sit in positions that provide clear visibility and supervision of all children.
8. Reinforce safe and respectful behaviour while travelling.

Disembarking / Exiting the Vehicle

Educators will:

1. Keep children seated until the vehicle is fully stopped and parked.
2. The vehicle must be turned off and keys out of the ignition.
3. Escort children off the vehicle safely, using exits closest to the kerb.
4. The educator (not the driver) will mark children as present on the Transportation Attendance Record as they disembark.
5. Conduct a head count and full vehicle inspection (checking under and between seats, compartments, and storage areas).
6. Buckle each seatbelt following the check to ensure no child remains in the vehicle.
7. Take a photograph as evidence that no children are left on the bus.
8. Escort children safely into the OSHC Service, school, or agreed destination.
9. Secure the vehicle (locked doors/windows, keys stored safely).
10. Under no circumstances will a child or children be left alone throughout all stages of transportation

Local Emergencies & Breakdowns

Educators and drivers will:

- Monitor bushfire, flood, traffic and weather alerts prior to travel.
- Cancel or delay trips if local emergencies create unsafe conditions.
- Follow instructions from emergency services at all times.
- In breakdowns: move to safety, activate hazard lights, contact emergency services if required, reassure children, and notify the Nominated Supervisor immediately.

Review of Practice

- The Nominated Supervisor will conduct a review of transport practices following any incident or near miss.
- Areas for improvement will be identified and incorporated into future procedures.

Sources:

ACECQA, 2020, Safe Transportation of children/ Information Sheet

Department of Education NSW Early Childhood Directorate, 2020, Education and Care Services National Amendment Regulations

ACECQA, 2020, National Quality Standards 2018

<http://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>

Transport for New South Wales Last Updated: 25 June 2015

Comments:

- Please see attached Transport Safety Checklist for ease during transporting of children on excursion/ outside Fun 4 U's grounds

Date Created: September 2015

Date Reviewed: August 2025

Fun 4 U Helensburgh OSHC – Transport Safety Checklist

Before Leaving the Service / Pick-Up Location

- ☐ Driver has valid licence and signed Driver Declaration
 - ☐ Vehicle is roadworthy, registered, insured, serviced
 - ☐ Vehicle Safety Record checked (seatbelts, lights, horn, indicators, fuel, first aid kit, fire extinguisher, mobile phone, Emergency Transport Folder)
 - ☐ Attendance Record prepared
 - ☐ All required medications, medical management plans, and Emergency Transport Folder packed
 - ☐ Educator-to-child ratios confirmed
 - ☐ Children reminded of safe travel rules
-

Boarding the Vehicle

- ☐ Vehicle parked safely away from traffic
 - ☐ Keys removed before children board
 - ☐ Children assembled and marked on Attendance Record as they board
 - ☐ Each child seated with seatbelt/restraint fastened correctly
 - ☐ Second educator checked seatbelts/restraints (if available)
 - ☐ Head count completed before departure
-

During Transport

- ☐ Children supervised at all times (educator seated for clear view)
 - ☐ Children remain seated, follow safe travel rules
 - ☐ No driver/staff using mobile phones while vehicle in motion
 - ☐ If incident/breakdown occurs – hazard lights on, children reassured, emergency services contacted if required
-

Disembarking the Vehicle

- ☐ Vehicle parked safely at kerb/entry point
 - ☐ Keys removed before children exit
 - ☐ Children signed off Attendance Record as they leave
 - ☐ Head count completed as children exit
 - ☐ Educator escorts children safely to destination/service
 - ☐ Vehicle checked thoroughly (under/around seats, compartments, storage areas) – no child or belongings left behind
 - ☐ Seatbelts buckled after check to confirm empty seats
 - ☐ Vehicle locked and secured, keys stored safely
-

After Transport

- ☐ Attendance Record completed and filed
 - ☐ Any incidents, concerns or near misses reported to Nominated Supervisor
 - ☐ Families notified of any delays, changes, or incidents
-

✓ **Completed by:** _____ **Signature:**

🕒 **Date/Time:** _____

Driver

Name:

Signature: