

SAFE TRANSPORTATION OF CHILDREN PROCEDURE



Statement of Procedure

Our OSHC Service is committed to implementing safe, consistent and legally compliant transportation practices to protect the health, safety and wellbeing of all children. This procedure outlines the processes to be followed when transporting children to and from school, on excursions, or for any transportation arranged by the Service.

The Approved Provider, Nominated Supervisor and designated educators/drivers are responsible for ensuring:

- Comprehensive transport-specific risk assessments are conducted prior to transporting children and reviewed at least annually for regular transportation.
- Written authorisation is obtained from a parent or authorised nominee before a child is transported.
- Educator-to-child ratios and supervision requirements are maintained at all times during transportation.
- Accurate attendance records are completed when children embark and disembark the vehicle.
- A thorough physical check (sweep) of the vehicle is conducted after every transportation event to ensure no child is left behind.
- Vehicles used are registered, roadworthy, insured, regularly serviced, and fitted with compliant seatbelts and restraints in accordance with Australian legislation.
- Drivers hold a current and appropriate Australian driver's licence.
- Clear communication systems are in place in case of delays, incidents, breakdowns or emergencies

All educators involved in transportation will understand their roles and responsibilities, including supervision expectations, emergency procedures, and documentation requirements.

This procedure ensures that every reasonable precaution is taken to protect children from harm and hazard while being transported by or on behalf of the Service, in accordance with the Education and Care Services National Law and Regulations.

Education and Care Services National Regulations
Quality Area 2: 2.2, 2.2.1, 2.2.2 Regs: S.51, S.165, S.167, S.170, 4 (1), 24(ha), 85, 89, 98, 100, 101, 102, 102(A), 102(B), 102(C), 102(D), 102(E), 102(F), 122, 123, 136, 151, 158, 161, 168, 168(2)(ga), 170, 171, 172, 175(2)(f)(g), 177(1)(o)(p), 183

SAFE TRANSPORTATION PROCEDURE		
The approved provider and nominated supervisor will:		
1	review the Service's <i>Safe Transportation Policy</i> annually to ensure awareness of safe transportation practices in collaboration with educators, staff, families and children	
2	provide parents/guardians with a copy of the Service's <i>Safe Transportation Policy</i> and procedures upon enrolment	
3	inform educators and staff of the <i>Safe Transportation Policy and procedures</i> during orientation and induction	
4	ensure educators and staff supervising and accompanying children during transportation excursions or events receive practical training on excursion and safe transportation procedures prior to leaving the Service	
5	keep records of inductions and regular training completed by educators and staff	
6	ensure the driver, educators and volunteers travelling in the vehicle are aware of their roles and responsibilities while providing transportation for children	
7	verify working with children checks for all educators, staff and volunteers (best practice for volunteers) for any person transporting children, including the designated driver of the vehicle, and will ensure WWCC records are kept at the OSHC Service	
8	ensure at least one staff member accompanying children during transportation holds: <ul style="list-style-type: none"> • an approved first aid qualification • a current approved anaphylaxis management qualification 	

	<ul style="list-style-type: none"> an approved emergency asthma management qualification 	
9	ensure under no circumstances will the driver and educators/employees supervising the children be under the influence of alcohol or drugs. This is inclusive of medication that has a sedative effect.	
10	ensure the regulatory authority is informed within 7 days via the NQAITs that the OSHC Service offers or arranges transportation	
11	<p>provide a <i>Transportation Attendance Record</i> to the designated educator prior to leaving the Service to record:</p> <ul style="list-style-type: none"> children's attendance on the vehicle how children are accounted for as they embark and disembark on the vehicle a final check of the vehicle, including the interior, to ensure no child is left on the vehicle 	
12	<p>ensure accurate attendance records are kept documenting:</p> <ul style="list-style-type: none"> the time and date children arrive or depart our OSHC Service the signature of the person who has collected or delivered the child to our service or the signature of the nominated supervisor or educator in accordance with the <i>Delivery of Children to, and collection from Education and Care Service Premises Policy</i> 	
13	ensure written authorisation is obtained by authorised persons nominated on the child's enrolment form prior to children traveling on transport provided for or arranged by the OSHC Service, in accordance with the <i>Delivery of Children to, and collection from Education and Care Service Premises Policy</i>	
14	ensure information related to procedures and route taken will be included in the written authorisation (as per Reg. 102D)	
15	inform families of procedures for communicating changes to attendance. Families are encouraged to notify the Service of any changes to attendance via email or phone as soon as possible.	
16	inform families of transport details, such as pick up or drop off locations, educator to child ratios and any delays or changes to the travel schedule	
17	ensure ratios are maintained at all times transport is provided for	
18	<p>ensure the number of educators needed whilst transporting children will be determined by the risk assessment and consider:</p> <ul style="list-style-type: none"> the number, age and developmental ability of children the requirements of individual children each child's activity 	

	<ul style="list-style-type: none"> • visibility and accessibility of children • risks related to the mode of transportation (including when travelling by foot) • educator’s experience, knowledge and skill • the capacity of an educator to immediately respond to a situation requiring urgent intervention • compliance with National Law and National Regulations 	
19	support educators to discuss safe travel strategies with children prior to children travelling to ensure children are supported to feel safe and act responsibly	
20	ensure educators are aware of and follow the <i>Missing Child During Regular Transportation Procedure</i> in the event a child is deemed missing or unaccounted for at any time while being transported or arranged by the Service	
21	ensure educators and staff are aware to report any concerns immediately to the nominated supervisor or responsible person, including staff who may be under the influence of drugs or alcohol or staff not following Service policies and procedures	
22	ensure the <i>Administration of First Aid Policy and Incident, Injury, Trauma and Illness Policy</i> is followed in the event of a serious incident, injury, trauma or medical emergency when providing transport	
23	conduct a review of practices following any incident involving transportation provided by the Service, including an assessment of areas for improvement	
24	notify the regulatory authority of any serious incidents within 24 hours of becoming aware of a serious incident involving children being transported	

SAFE TRANSPORTATION RISK ASSESSMENT

1	The nominated supervisor will complete a comprehensive risk assessment to ensure safe transportation of children who are travelling on a vehicle	
2	The risk assessment will be developed in consultation with educators, families and, where possible, children	
3	The nominated supervisor will ensure a risk assessment is conducted prior to authorisation is sought prior to transportation	
4	The nominated supervisor will review the risk assessment for regular transportation is reviewed at least once every 12 months or when circumstances for transportation change such as route or destination, identified risks/hazards (water hazards)	

5	The nominated supervisor will review the risk assessment following any incident or circumstance where the health, safety or wellbeing of children may be compromised	
6	If a risk concerning a child's travel is identified during the risk assessment, the nominated supervisor will update the <i>Safe Transportation Policy</i> and procedure as soon as possible	
7	The risk assessment will contain the information as prescribed within the <i>Safe Transportation Policy</i> and Reg. 102C, including but not limited to: <ul style="list-style-type: none"> • the proposed route and duration of the transportation • the proposed pick-up location and destination • the means of transport • the child restraint requirements that will be adhered to • any water hazards • the number of adults and children involved in the transportation • the process of entering and exiting the service premises and the pick-up location or destination • procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking 	
8	The nominated supervisor will ensure the <i>Safe Transportation Risk Assessment</i> is stored safely and securely and kept for a period of 3 years after the last day of attendance for the child	

EMERGENCY TRANSPORT FOLDER

1	An <i>Emergency Transport Folder</i> is recommended to ensure all critical information is immediately accessible in an emergency event. Contents may include: <ul style="list-style-type: none"> • Emergency contact details for children • Emergency contact details for staff • Transport Attendance Record • Medical Condition Plans • Map and Route Details • Procedures • Risk Assessment • School Details 	
2	The nominated supervisor will ensure the <i>Emergency Transport Folder</i> is completed prior to transportation being carried out	

3	The designated educator will ensure the <i>Emergency Transport Folder</i> is available on the vehicle for each travel	
4	The nominated supervisor and designated educator will ensure medical condition plans, medical risk assessments, medication and any other health care plans for individual children and staff are available during transportation	
5	The nominated supervisor and designated educator will ensure an emergency contact list is available for each child and staff member	

VEHICLE MANAGEMENT

The nominated supervisor will:

1	ensure the designated driver of the vehicle holds the appropriate driver's license for the vehicle they are driving and is committed to comply with all appropriate road, safety and transport guidelines	
2	ensure the appointed driver completes a <i>Driver Declaration</i> prior to driving a vehicle, confirming the driver holds a suitable licence, is fit to drive and is committed to following Service policies and procedures whilst operating the vehicle	
3	ensure the vehicle is road registered, regularly maintained and mechanically sound and has undergone regular scheduled servicing	
4	ensure the driver notifies the approved provider or nominated supervisor of any tickets or fines received while driving the vehicle	
5	ensure the vehicle has current third-party comprehensive insurance	
6	<p>ensure a <i>Vehicle Safety Record</i> is completed by the driver each time transport is provided to children.</p> <p>The following items are covered within the <i>Vehicle Safety Report</i></p> <ul style="list-style-type: none"> • Vehicle inspected for damage, no visible damage or leaks • Vehicle functions working, horn, lights, indicators • Seat belts and child safety restraints fitted correctly and not damaged • Equipment available, First aid kit, fire extinguisher, fully charged mobile phone, emergency transport folder 	
7	ensure there are sufficient seat belts and safety restraints are installed for all passengers in accordance with current Australian Safety Standards (AS/NZS 1754)	

8	ensure child safety restraints are fitted and checked annually by an authorised restraint fitter or at an authorised fitting station and have not reached the expiry date	
9	ensure any maintenance issues are documented and reported to the nominated supervisor as soon as practicable. If any checks are of a safety concern, these must be repaired before transporting children.	
10	ensure under no circumstances will the driver and educators or staff supervising children use handheld mobile phones unless safely parked	
11	ensure the <i>Transport Checklist</i> is completed by the designated educator each time transportation is provided to children	
12	ensure the number of passengers does not exceed the vehicle's legal limit	
13	ensure educators travelling in the vehicle maintain educator to child ratio requirements at all times	
14	ensure an easily recognised and suitably equipped first aid kit is easily accessible during transportation	
15	ensure a fully charged mobile phone is available during transportation	
16	ensure the designated driver of the vehicle checks and confirms there is adequate fuel to undertake the journey	
17	ensure the designated driver is familiar with the route to be taken and notifies the nominated supervisor or responsible person regarding any changes to the proposed route	

LOCAL EMERGENCY MANAGEMENT

Local emergencies may impact transportation of children and may include bushfires, flooding, police operations, severe weather events, road accidents or hazardous materials.

The driver and educators will:

1	refer to emergency service updates regarding flood, bushfires or other local emergencies, using emergency apps where required (Fires Near me, LiveTraffic)	
2	check emergency apps prior to scheduled transport	
3	inform families of changes to transport due to local emergencies as soon as possible	
4	cancel or postpone transport if a local emergency impacts the route of transport	

5	never drive past road closed signs, included flood roads. Never drive in flood waters	
6	follow any instructions provided by emergency services	
7	advise the nominated supervisor or responsible person if travel changes are required due to a local emergency	

VEHICLE EMERGENCY OR BREAKDOWN PROCEDURE

The driver will:

1	reassure children and ensure educators remain clam following a breakdown or emergency	
2	if possible, move the vehicle to a safe location or position off the road away from traffic	
3	turn hazard lights on	
4	activate the handbrake and ensure the vehicle is secure	
5	contact 000 if required. Advise of the location, number of children and staff on board, nature of emergency or breakdown, any injuries or concerns	
6	assist educators to provide first aid	
7	ensure children and staff do not leave the vehicle unless necessary. If unsafe assist educators to move children to a nearby safe area	
8	exchange details with the other party, if required gather witness details	
9	follow any instructions provided by emergency services and provide emergency services with the <i>Emergency Transport Folder</i>	
10	contact the nominated supervisor/responsible person as soon as possible, advising of the emergency or nature of breakdown, location, and any injuries or concerns	
11	assist the nominated supervisor to arrange alternative transport	
12	assist the nominated supervisor and educators to contact parents/guardians or emergency contacts	
13	complete an incident report within 245 hours of incident	
14	participate in a review of practices following an incident, with areas of improvement identified	

CHILDREN EMBRACING/ENTERING THE VEHICLE

1	The designated driver of the vehicle will ensure, when picking up children, the vehicle will be parked in a safe location where children are not required to cross any roads. (If this is unavoidable a risk assessment and dedicated procedure for crossing the road will be completed.)	
2	The designated driver will ensure vehicle is securely parked and take keys out of ignition as children enter the vehicle	
3	The designated educator will ensure the safe assembly of children as they arrive at the collection location and prepare to board the vehicle	
4	The designated educator will check for messages from families to gain an accurate <i>Transportation Attendance Record</i> . Parents will be informed that they must notify the OSHC Service if their child is going to be absent and will not require transport.	
5	The designated educator will sign children into the attendance record upon collection, noting the time children enter the vehicle (for collection from school/home)	
6	Children's attendance will be checked by the designated educator before departure from the designated collection location and marked as present on the <i>Transportation Attendance Record</i> as they embark/enter the vehicle	
7	The designated educator (not the driver) will record how each child was accounted for as they embarked/ entered the vehicle on the <i>Transportation Attendance Record</i>	
8	Any child/children who are booked in for collection but not present at the pre-determined collection point will be deemed as 'missing' or unaccounted for and the <i>Missing Child During Regular Transportation Procedure</i> will be implemented	
9	Children's attendance will be checked by a second educator on the <i>Transport Attendance Record</i> and document how each child was accounted for as they embarked/ entered the vehicle on the <i>Transportation Attendance Record</i> (best practice)	
10	The designated educator will ensure children are seated and seat belts or safety restraints are fastened correctly and adjusted for individual children	
11	The second educator will check seat belts and child safety restraints are fastened correctly	

12	Children will be continuously supervised during transportation by an educator sitting at the rear of the vehicle, gaining clear vision of all children	
13	Educators will develop safety rules with the children, to ensure a clear understanding of appropriate and inappropriate behaviour	
14	Educators will ensure children remain seated and refrain from behaving in an unsafe or disruptive manner- see: <i>Behaviour Guidance Policy</i>	
15	The designated driver of the vehicle has the right, if required to stop in a safe place until the children conform to the safety guidelines. Parents will be notified if their child continues to be challenging and/or behaving in a dangerous manner	

CHILDREN DISEMBARKING/EXITING FROM VEHICLE

1	Educators will ensure children remain seated until the vehicle has completely stopped	
2	The designated driver will park the vehicle as close as possible to the delivery location, so children do not have to crossroads or walk-through traffic, car parks or driveways	
3	The designated driver will ensure vehicle is securely parked and take keys out of ignition as children exit the vehicle	
4	The designated educator will ensure children disembark the vehicle in a safe manner using the safety exit door/door closest to the kerb	
5	If a parent is not available at the pre-determined delivery point, the <i>Missing Child During Regular Transportation Procedure</i> will be followed	
6	The designated educator will sign children out of the attendance record noting the time children exit the vehicle (delivery of child to school/home)	
7	A designated educator will stand at the exiting door, asking the children to line up prior to disembarking the vehicle. As a minimum requirement, there will be an educator at the front of the children and one at the back, making sure there are no children (or belongings) left behind.	
8	The designated educator (not the driver) will check children's attendance and conduct a head count as children exit the vehicle, using the <i>Transportation Attendance Record</i> to document how each child was accounted for as they disembarked/exited the vehicle	
9	Once all children have exited the vehicle, the designated educator (not the driver) will conduct a check and visual inspection of the vehicle including the interior of	

	the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind. A photograph may be required to be taken as evidence that no children have been left on vehicle/bus and uploaded to the service's Transport Record.	
10	A second educator will conduct a head count of children who have disembarked the vehicle and document how children were accounted for as they disembarked/exited the vehicle onto the <i>Transportation Attendance Record</i>	
11	The second educator will conduct a final check and visual inspection of the vehicle including the interior of the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind.	
12	The second educator will buckle each seat belt to guarantee no child was left in the vehicle during the final sweep of the vehicle	
13	Together with the designated educator and supervising educator, the children will be accompanied into the Service/residence/venue (or other destination)	
14	If a child is unaccounted for following return to service, the <i>Missing Child During Regular Transportation Procedure</i> will be followed	
15	The vehicle will be parked in a secure location. The designated driver will ensure windows and doors are locked so no child can enter the vehicle unsupervised. Keys will be stored in a safe location inside the premise.	
16	Under no circumstances will a child or children be left alone throughout all stages of transportation	

Transporting Children by Public Transport, staff will:

- Ensure a risk assessment has been completed and is made available to families.
- Ensure an authorisation for a child to be transported must be given.
- Ensure that a list of the children's names, emergency contacts and number of children travelling is taken
- Take the centre's name, address and contact numbers with them
- Conduct a head count on a regular basis
- Assist children in getting on and off the mode of transport
- Ensure that all children are accounted for before allowing the vehicle to depart

Transporting Children by foot/walking, staff will:

- Ensure a risk assessment has been completed and is made available to families.
- Ensure that the safest route is taken
- Ensure children cross the road at the crossing or lights where available, and obey the road rules
- Undertake extreme care crossing all roads
- Keep children together as a group and walk in line on pavements.
- Take appropriate wet weather gear, jackets or sun hats to use as required
- Children should be made aware of all the rules associated with all the modes of transport. Staff will ensure that these rules are enforced

Sources

- Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)
- ACECQA. (2023). [Policy and Procedure Guidelines. Safe Transportation of Children.](#)
- ACECQA. (2023). [Fact sheet. Changes to Regular Transportation of Children](#)
- ACECQA. (2023). [Risk Assessment and management- Safe Transportation of children safety checklist and regular transportation record form.](#)
- ACECQA. (2023). [Guidance for Adequate Supervision During Transportation.](#)
- ACECQA. (2023). [Minimising the Risk of Children Being Left Behind in Vehicles.](#) NQF Review 2019
- Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)
- Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2023).
- [Education and Care Services National Regulations.](#) (Amended 2023)
- Kids and Traffic Early Childhood Road Safety Education Program (NSW)
- Road Transport (Safety & Traffic Management) Act 1999.

Date Created: September 2015

Date Reviewed by Fun 4 U: 18/02/2026

Childcare Centre Desktop Procedure Update: July 2025

This Procedure Follows the ACEQA: [Safe transportation of children.pdf](#)