

SAFE TRANSPORTATION POLICY



Policy Statement

Our Out of School Hours Care (OSHC) Service is committed to ensuring the safe transportation of children whenever transport is provided or arranged by the Service, including regular transportation, excursions, extra-curricular activities or single trips. The safety, wellbeing and supervision of children remain the Service's responsibility for the entire period of transportation. We recognise our duty of care obligations and are committed to complying with the Education and Care Services National Law and National Regulations by maintaining adequate supervision, correct educator-to-child ratios, accurate attendance records, appropriate child restraints, and clear procedures for embarking, disembarking and handover of children. Risk management strategies are implemented to identify, assess and minimise hazards associated with transportation, ensuring children are protected from harm at all times.

Background

Transportation forms part of an education and care service when the Service retains responsibility for children while they are being transported. The Education and Care Services National Regulations require approved providers to have policies and procedures in place for the safe transportation of children and to take reasonable steps to ensure these are followed (Regulations 168 and 170).

Safe transportation is essential to protecting children from harm and hazard, particularly during transitions between the Service, schools, excursion locations and other approved destinations. Risks associated with transportation may include traffic hazards, supervision challenges, vehicle safety, embarkation and disembarkation processes, and emergency situations. These risks must be proactively managed through comprehensive risk assessments, clear role allocation, staff training and ongoing monitoring. This policy supports compliance with Quality Area 2 (Children's Health and Safety) of the National Quality Standard and reflects

our commitment to providing a safe, well-supervised and responsive environment for children during all aspects of Service delivery, including transportation. This also includes ensuring the safe use of digital technologies and online environments during transport, in line with our policies to protect children’s privacy, safety and wellbeing.

Legislative Requirements and links to the National Quality Framework

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 51	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	Failure to adequately supervise children
S. 167	Offence relating to protection of children from harm and hazard
S. 170	Offence relating to unauthorised persons on education and care service premises
4 (1)	Definition regular transportation
24(ha)	Application for service approval—centre-based service A description of any proposed regular transportation of children by or arranged by the education and care service
85	Incident, injury, trauma and illness policies and procedures
89	First Aid Kits
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	Authorisations for excursion
102 (A)	Transportation of children other than as part of an excursion
102 (B)	Transport risk assessment must be conducted before service transports a child
102 (C)	Conduct of risk assessment for transporting children by education and care service
102 (D)	Authorisation for service to transport children
102 (E)	Children embarking a means of transport – centre-based services
102 (F)	Children disembarking a means of transport – centre-based services
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
151	Record of educators working directly with children
158	Children’s attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Education and care services must have policies and procedures
168(2)(ga)	Education and care service must have policies and procedures (transportation)
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change of policies or procedures
175(2)(f)(g)	A notification must be made to the regulatory authority if regular transportation starts or ceases being provided or arranged by the service
177(1)(o)(p)	Prescribed enrolment and other documents to be kept by the approved provider a record of children embarking a means of transport at the education and care services premises as set out in regulation 102E(4)(c); a record of children disembarking a means of transport at the education and care service premises as set out in regulation 102F(4)(d)
183	Storage of records and other documents

Definitions of Key Terms used in the Policy

TERM	MEANING	SOURCE
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.	ACEQA
Excursion	An outing organised by an education and care service or family day care (FDC) educator, but does not include an outing organised by an education and care service provided on a school site if: a) the child or children leave the education and care service premises in the company of an educator; and b) the child or children do not leave the school site.	National Regulations (Definitions)
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 the same on each outing.	National Regulations (Definitions)
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.	Guide to the NQF (Glossary)
Risk Assessment	Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.	RAMTemplate-Excursion.docx
Education or early childhood service	An education or early childhood service is a school, an education and care service premises, a children’s service, or any other service which provides education or care to children.	Guide to the NQF (Transportation)
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 applies 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. Examples of transport not forming part of a service include: <ul style="list-style-type: none"> • private transport provided by families and carers (i.e., carers not engaged by/registered with a service) • transport provided and/or arranged by an entity other than the approved provider, e.g., a school bus, and the children are not under the care of the approved provider • transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g., a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location) • when a disability service picks up children and transports them to school or an activity. Source: Guide to the NQF (Transportation) 	Guide to the NQF (Transportation)

Principles that inform the policy

The safety and wellbeing of all children enrolled at the OSHC Service is our highest priority. The Service takes every reasonable precaution to protect children from harm and from hazards that may cause injury. Comprehensive risk assessment processes are implemented to identify and manage risks and to ensure that supervision is appropriate and effective at all times, including during the transportation of children before and after school and when children participate in excursions as part of the educational program.

Educator-to-child ratios are strictly maintained, and the maximum number of children permitted under the Service approval is not exceeded at any time. Supervision practices are dynamic and responsive, reflecting the specific risks, environments and needs of children as identified through ongoing risk assessments. Detailed risk assessments and procedures for excursions, including those conducted during school holidays, are outlined in the OSHC Excursion Policy. Clear procedures are in place to ensure a nominated supervisor or authorised staff member is present to account for each child when embarking and disembarking vehicles. Accurate records are maintained, and vehicles are thoroughly checked after each journey to ensure no child is left behind.

Roles and Responsibilities

The Approved Provider

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met
- If you are a new centre-based service: notify the regulatory authority that the service will offer or arrange regular transportation as part of your application for service approval
- If your service is centre-based and intends to start offering or arranging regular transportation: notify the regulatory authority that the service will offer or arrange regular transportation
- If your service is centre-based and decides to no longer offer regular transportation: notify the regulatory authority that regular transportation has ceased.

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- Ensure no child is transported by the service without an authorisation from a parent or other person named in the child’s enrolment record as having authority
 - Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to an excursion
 - Ensure the risk assessments for excursions include the specific considerations related to transportation listed in regulation 101
 - Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to transporting children
 - Ensure the risk assessments for transportation:
 - » identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child
 - » specify how the identified risks will be managed and minimised
 - » include the specific considerations listed in regulation 102C.
 - Ensure all supervision requirements are met during transportation, including educator to child ratios
 - Ensure first aid requirements are met during transportation, including the availability of up-to-date, suitably equipped first aid kits and that educators or staff with first aid qualifications and training are in attendance
 - Ensure jurisdictional requirements relating to seatbelts and children’s safety restraints are met
 - For centre-based services that offer regular transportation: ensure a nominated supervisor or staff member (other than the driver) is present to account for children as they embark and disembark the vehicle at the service premises and ensure required records are made immediately and kept
 - For centre-based services that offer regular transportation: ensure a nominated supervisor or staff member (other than the driver) conducts a check of the interior of the vehicle after all children have disembarked at the service premises to ensure no children remain on the vehicle and ensure required records are made immediately and kept
 - Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures

- Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Safe arrival of children policy and procedures
- Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff, volunteers and families, and available for inspection
- Notify families at least 14 days before changing the policy or procedures if the changes will:
 - » affect the fees charged or the way they are collected or
 - » significantly impact the service's education and care of children or » significantly impact the family's ability to utilise the service.

Nominated Supervisor / Management Will Ensure:

- Implement the Safe transportation of children policy and procedures
- Ensure no child is transported by the service without an authorisation from a parent or other person named in the child's enrolment record as having authority
- Conduct a risk assessment for an excursion, including the specific considerations related to transportation listed in regulation 101
- Conduct risk assessments prior to the service transporting children. Ensure the risk assessments for transportation:
 - » identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child
 - » specify how the identified risks will be managed and minimised » include the specific considerations listed in regulation 102C.
- Ensure all educators and staff understand their supervision responsibilities and expectations relating to transportation of children
- Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Safe arrival of children policy and procedures
- Verify that all the required equipment and/or items are taken on the transportation, including, but not limited to, a first aid kit, emergency contact lists, children's individual medication, required medical management plans and mobile phone
- Verify that educators or staff with current first aid qualifications and training are in attendance during transportation

- Ensure jurisdictional requirements relating to seatbelts and children's safety restraints are met
- For centre-based services that offer regular transportation: ensure a nominated supervisor or staff member (other than the driver) is present to account for children as they embark and disembark the vehicle at the service premises and ensure required records are made immediately and kept
- For centre-based services that offer regular transportation: ensure at least one nominated supervisor or staff member (other than the driver) conducts a check of the interior of the vehicle after all children have disembarked at the service premises to ensure no children remain on the vehicle and ensure required records are made immediately and kept
- Contact emergency services in the first instance then notify parents/guardians immediately after a serious incident, injury, trauma or medical emergency, or as soon as is practicable
- Where children leave the premises or FDC residence using transport that is not part of the service, ensure they leave in accordance with regulation 99 and the service's Delivery of children to, and collection from, education and care service premises policy and procedures.

The Designated Educator/Designated Driver/Educators will ensure:

- They adhere to the *Safe Transportation Policy* and participate in practical training relating to the safe transportation of children
- A *Driver Declaration* form is completed to confirm they hold a suitable licence, are fit to drive and are committed to following Service policies and procedures whilst operating the vehicle
- Their driver's licence is current and the driver is in a fit and proper state to drive
- If driving larger vehicles to transport children they hold the relevant licence for the vehicle classification
- They are aware of their roles and responsibilities while providing transportation for children

- A Risk Assessment has been completed in accordance with the requirements as outlined above
- A *Vehicle Safety Report* is accurately completed before each use of the vehicle for transporting children
- Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
- Effective and adequate supervision is provided when transporting children
- Educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- Attendance checks or head checks are conducted regularly, including prior to leaving the OSHC Service, when embarking the vehicle, after disembarking the vehicle, upon entering the OSHC Service
- Children do not participate in transport activities unless written authorisation has been provided
- Children are never left unattended in the vehicle
- They adhere to the road rules and regulations mandated by law within each state/territory
- Safety rules are discussed and developed with children to ensure a clear understanding of appropriate and inappropriate behaviour, including correct wearing of seat belts
- Children remain seated and do not behave in a dangerous or inappropriate manner
- Children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to NSW Road Rules and Road Transport Act
- The vehicle is parked in a secure and safe location for children to access
- The number of passengers does not exceed the legal requirement
- A working, fully charged mobile phone is taken in case of an emergency
- The *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- The *Missing Child During Regular Transportation Procedure* is followed in the event a child is deemed missing or unaccounted for
- A fully equipped first aid kit is easily accessible

- Medication, health plans and risk assessments for individual children are available during transportation
- Educators and designated drivers wear a high visibility vest
- A list of emergency contact numbers for the children and staff being transported is available
- Emergency contact information is available
- Every effort will be made to notify parents/carers of delays returning to the Service if applicable
- Messages from families regarding children's attendance changes to pick up or drop offs are communicated effectively and timely to educators travelling with children
- Documents and records relating to safe transportation of children, including *Transportation Attendance Record* and *Transport ~~Pick-up/Drop-off~~ Checklist*, are completed immediately
- The *Transportation Attendance Record* is completed immediately to record how each child was accounted for as they embark or disembark from the vehicle during transportation
- The nominated supervisor or other staff member (other than the driver) conducts a final sweep of the vehicle, including the interior of the vehicle, to ensure there are no children or belongings left behind (best practice)
- Procedures are followed in the event of an emergency or vehicle breakdown, see *Safe Transportation Procedure*.

Families will ensure:

- Sign the authorisation for their child to attend an excursion and/or for their child to be transported by the service
- Ensure they complete the attendance record upon delivery and collection of their child
- Provide emergency contact details on the child's enrolment form and ensure that they are kept up-to-date

- Keep informed about the service's safe transportation processes, including for excursions, e.g., pick-up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation
- Keep informed about the service's policy and procedures, including for safe transportation of children
- Reinforce the safe transportation practices with their child, e.g., seatbelts.

Authorisation for Transport

Authorisation is consent provided by a parent or a person listed on the child's enrolment record who is permitted to approve the child's transportation by the Service or through transport arranged by the Service. For regular transportation, written authorisation is required once within a 12-month period. If there is a change in circumstances that affects the transportation risk assessment, a new written authorisation must be obtained before transport recommences. The OSHC Service will inform families of any changes and issue an updated authorisation form, which must be completed and returned prior to the child's next scheduled transportation.

The authorisation must state:

- a) the child's name; and
- b) the reason the child is to be transported; and
- c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
- d) if the authorisation is not for a regular transportation, the date the child is to be transported; and
- e) a description of the proposed pick-up location and destination; and
- f) the means of transport; and
- g) the period of time during which the child is to be transported; and
- h) the anticipated number of children likely to be transported; and
- i) the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and
- j) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and

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- k) that a risk assessment has been prepared and is available at the education and care service; and
 - l) that written policies and procedures for transporting children are available at the education and care service.

Risk Assessment

In accordance with the Education and Care Services National Law, our Service will ensure that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury (Section 167). Prior to seeking authorisation to transport a child, our OSHC Service will complete a comprehensive, transport-specific risk assessment in line with Regulations 102B, 102C and 102D(4) to identify, minimise and manage potential risks.

A risk assessment will be conducted at least annually for regular transportation. Where transportation occurs as part of an excursion, a new risk assessment will be completed each time. All risk assessments will be regularly reviewed and evaluated to support continuous improvement.

Our Risk Assessment Process Includes:

- Identifying hazards or potential hazards associated with transporting children
- Assessing the likelihood and impact of harm using a risk matrix
- Implementing control measures to eliminate or minimise identified risks
- Evaluating the effectiveness of control measures
- Monitoring and reviewing risks to ensure they remain low

(Source: Safe Transportation of Children, ACECQA 2023)

Risk Assessments Will Consider:

- The proposed route and duration of travel
- Pick-up and drop-off locations
- The type and suitability of the transport vehicle
- Legal requirements for seatbelts and safety restraints
- Any water hazards along the route
- The number of children and adults involved

- Appropriate supervision levels, including the need for specialised skills
- Essential items required during transport (e.g., mobile phone, emergency contacts)
- Processes for safely entering and exiting:
 - The service premises
 - The pick-up or destination location
- Procedures for embarking and disembarking, including how each child will be accounted for

Additional Considerations May Include:

- Driver experience and vehicle licensing requirements
- The age, abilities and specific needs of children (including non-ambulant children)
- Educator experience and supervision capacity
- Safe movement between vehicles and venues
- Traffic and road conditions
- Extreme weather or natural disasters
- Environmental hazards (e.g., heat, smoke)
- Mobile phone reception and communication access
- Health needs of children and adults
- First aid availability and emergency management procedures
- Child safe practices

(Source: NSW Government – Kids and Traffic, 2020)

The Approved Provider will Notify the Regulatory Authority:

- That the Service will offer or arrange transportation as part of the service approval application.
- Within seven (7) days if there is a change to the regular transportation provided or arranged by the service, including if the regular transportation is no longer provided.

Transportation Attendance Record Keeping (Reg: 177 (1)(o)(p))

The designated driver and designated educator will ensure that:

- The Transport Checklist is completed every time children are transported.
- The Transportation Attendance Record is maintained accurately, including:

- Signing each child into both the Transportation Attendance Record and the Service attendance record at the time they enter the vehicle (for collection from school/home).
- Signing each child out of both the Transportation Attendance Record and the Service attendance record at the time they exit the vehicle (for delivery to school/home).
- Actively accounting for each child as they board and leave the vehicle during transportation.
- After all children have exited the vehicle, the designated educator or nominated supervisor conducts a thorough final sweep of the vehicle, including checking inside the vehicle, around and under seats, storage compartments, and underneath the vehicle to ensure no child or belongings remain.
- As best practice, a second educator completes an additional sweep of the vehicle, checking all internal areas, seats, storage spaces and surrounding areas.
- A second educator verifies that the vehicle check has been completed and signs the Transportation Attendance Record to confirm this.

Safe Maintenance of Transportation Vehicle

The Approved Provider/Nominated Supervisors/Designated Educator/Designated Driver/Educators will ensure:

- The transportation vehicle is equipped with appropriate seatbelts and child restraints (where required), compliant with Roads and Traffic Authority requirements and Rule 266 of the Australian Road Rules.
- Adequate seatbelts are available for all passengers and meet current Australian Safety Standards (AS/NZS 1754).
- The vehicle has sufficient fuel each day to complete scheduled transportation.
- The vehicle is registered, roadworthy and appropriately insured, with all legal and best practice requirements met.
- The vehicle is serviced regularly in line with manufacturer recommendations.
- Any required repairs are carried out promptly by a qualified mechanic.
- Routine vehicle checks are documented, signed by the responsible person and retained for regulatory inspection.

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- All drivers hold a current Australian driver's licence suitable for the class of vehicle and number of passengers being transported.
 - In the event of a mechanical issue or breakdown, children are kept safe, supervised, comfortable and engaged in appropriate activities.
 - Families are informed as soon as practicable if transportation delays occur.

Families will ensure:

- Comply with the Service's Delivery of Children to and Collection from Education and Care Service Premises Policy and Safe Transportation Policy.
- Notify the Service promptly of any changes to their child's transportation arrangements (e.g., if transport is not required due to illness).
- Inform the Service if their child will be absent and not require transportation on a scheduled day.
- Provide written authorisation for transportation, signed by a parent or authorised nominee listed on the child's enrolment record.
- Provide and regularly update emergency contact details and phone numbers.
- Sign the attendance record when delivering or collecting their child, in accordance with Service policy.
- Support and reinforce safe transportation practices with their child, including the correct use of seatbelts.

Vacation Care

Throughout the school holidays Fun 4 U does provide a vacation care service. Children are often taken on outings and the service hires a local registered mini bus hire company to provide transport. All parent/ guardians will be informed of the mode of transport in the permission form and must sign permission for the child to participate. A risk assessment will be conducted by the staff prior to the excursion, the appropriate precautions will be taken and the risk assessment will be available for parent/ guardians to view.

- All vehicles used by the Centre will comply with the appropriate road and transport regulations, will be mechanically sound, have regular maintenance and have third party and comprehensive insurance.
- Children will be required to remain seated and not behave in a dangerous or distracting manner. The driver will stop the vehicle if necessary, in a safe place until the children comply with instructions.

- When picking up children, the bus should be parked in a location which does not require children to cross roads.
- The driver will ensure that the vehicle has the appropriate number of passengers for the vehicle and that it is not overloaded.
- All drivers will carry the Centre's name, address and contact number at all times. An emergency contact number should also be provided.

The use of Child Restraints

Children who are transported by private vehicle:

- must use the appropriate child restraint as per the Transport for NSW Centre for road safety regulations. Children aged from four years old but under seven years old must be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat
- Children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat
- Children aged from seven years old but under 16 years old who are too small to be restrained by a seatbelt properly adjusted are strongly recommended to use an approved booster seat
- Children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

Children who are transported by bus:

- The service utilises the local registered mini bus hire company for vacation care activities and child restraints are not required for children over 12 months of age.
- Childs restraints are also not required when travelling on the local bus service but Educators will ensure that all children are supervised to ensure they are seated and behave safely.

PLEASE NOTE- If a family does not approve of the transportation available for the excursion, and it meets regulations, then they must find an alternative suitable transport, for their child to be able to participate.

Induction and Ongoing training

All educators, staff, volunteers and contractors involved in the transportation of children will receive comprehensive training to ensure they understand and can effectively implement the Service's Safe Transportation Policy and procedures.

Induction training for new educators and staff will include:

- An overview of the Safe Transportation Policy and related procedures

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- Roles and responsibilities during transportation, including supervision, headcounts, attendance checks and handover processes
 - Procedures for embarking and disembarking children safely
 - Use of attendance records and emergency contact information during transportation
 - Child restraint and seatbelt requirements in accordance with state/territory legislation
 - Emergency and incident management procedures during transportation
 - Confidentiality, duty of care and child safe requirements while transporting children

Ongoing training and information sharing will occur:

- At least annually, or more frequently if required
- Following any incident, near miss, or identified risk related to transportation
- When there are changes to legislation, policy, procedures, transport arrangements or routes
- Through staff meetings, safety briefings, written updates and refresher training sessions

Educators and staff will be supported to reflect on transportation practices, supervision strategies and risk management processes to promote continuous improvement. Records of induction and ongoing training will be maintained by the Service to ensure compliance and accountability.

Monitoring Evaluation and Review

At Fun 4 U, we proactively monitor updates from ACECQA and Childcare Centre Desktop to ensure our *Safe Transportation Policy* remains current and compliant. The policy is reviewed at least annually, in consultation with families, staff, educators, and management, to reflect best practices and evolving regulatory requirements. In addition to this, our policies are made readily available to families on our Facebook page and next to our sign in and out register we have a poster with a QR code that links to all of our policies. (Reg 171 & 172)

Related Resources:

[Kids and Traffic- Early Childhood Road and Safety Education Program](#)

- Transporting children safely- Guidance on Understanding safe transport and travel requirements for education and care service providers (2020).

- Safe Travel and Transport- Advice for working with children, families, schools and communities (2020).

Links to other policies/ resources

Related Polices	Child Care Centre Desktop Polices
Providing a child safe environment Excursions/Incursions/Extra-Curricular Activities Incident, injury, trauma and illness Administration of First Aid Dealing with medical conditions in children Delivery and Collection of children Safe arrival of children	Driver Declaration Emergency Transport Folder Employee Induction Checklist Missing Child During Regular Transportation Procedure Safe Travel Agreement Form Safe Transportation Procedure Transportation Attendance Record Transportation Authorisation Transport Checklist Transportation Rehearsal Record Transportation Risk Assessment Vehicle Safety Report

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.

Record of services’ compliance (Reg 167)

Date Created: September 2015

Date Reviewed by Fun 4 U: 1/02/2026

Childcare Centre Desktop Policy Update: July 2025

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

