

## Transportation Policy

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### NQS

QA2	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.

QA6	6.3.2	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.
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### National Regulations

Reg	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

### 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.

### Related Policies

- Additional Needs Policy
- Excursion Policy
- Parental Interaction and Involvement in the Service Policy
- Staffing Arrangements Policy
- Tobacco, Drug and Alcohol Policy
- Physical Environment (Workplace Safety, Learning and Administration) Policy

### 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.

## 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 Tobacco, Drug and Alcohol Policy for further guidelines.
- A driver of a bus must not have alcohol or drugs present in his or her blood or breath immediately before, or while, driving a bus
- 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 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.

### Guidelines for Seatbelts and Restraints

- Seatbelts and restraints must meet Australian Standards (AS/NZS1754) and be marked as complying with the Australian Standard.
- Educators will ensure that each child under seven years of age must be secured in a child restraint or booster seat when travelling in a vehicle.
- From four years to under seven years of age a forward facing restraint or booster seat must be used.

- Children from four to under seven years of age can only sit in the front row of a vehicle with two or more rows when all other seats are occupied by children of a lesser age in an approved child restraint.
- Children 7 years and over can be restrained in an adult seat belt or booster seats.
- 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.vicroads.vic.gov.au/Home/SafetyAndRules/SaferVehicles/BuyingASafeCar/SeatBelts.htm> or
  - <http://www.vicroads.vic.gov.au/Home/SafetyAndRules/SaferVehicles/ChildRestraints/>
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### **Buses**

Currently there is no Victorian legislation mandating the requirement for a person operating a bus service to provide a child restraint for a passenger. Buses manufactured after 1995 are required to have at least 6 anchorage points for child restraints.

### **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.

### **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.

### Drivers

- Drivers must be legally-licensed.
- Learners or Provisional licence (P-Plate licence) holders will not be allowed to drive the bus
- 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 motor vehicle and keeping it at a safe standard.

### Excursions

- The service will follow the Excursions Policy at all times.

## Incident Reporting and Investigation

### Reporting

If an operated bus is involved in an occurrence that meets the criteria specified on the **Notification of Bus Incident Form** (see Appendix 1), the following operational procedure is to be followed:

1. Bus driver or staff member is to contact the company 24hr number as indicated on the Emergency Management Plan.
2. This emergency contact phone number will be the mobile phone no. of the Nominated Supervisor.
3. The Nominated Supervisor will, as soon as possible, contact the Transport Safety Victoria Duty Officer on the **TSV Hot Line 1800 301 151** and provide details of the incident.
4. This TSV Hot Line No. is stored in the Nominated Supervisor's Mobile Phone.
5. Within 72 hours of the incident, the Nominated Supervisor will complete the Notification of Bus Incident form and forward it to Transport Safety Victoria by either email or fax. (Email address and fax number shown on the form.)

### Investigation

Serious incidents may be investigated by the Nominated Supervisor as follows:

- ☑ If requested to by TSV. (Investigation is to commence within 7 days after receiving a notification in writing.)
- ☑ The Nominated Supervisor may elect to conduct an investigation without the direction of TSV (If this is the case, TSV is to be notified and also the likely date of completion of the investigation, no later than 60 days from the commencement).
- ☑ A copy of any completed investigation report is to be forwarded to TSV.

## Road Safety

### 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 sounds are coming from
- 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 10 years of age need to be accompanied and closely supervised by a parent or adult carer to keep them safer.

A simple way of doing this is to hold hands.

**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, zebra and other crossings, driveways, quiet streets, and busy streets.
- Children need parental/adult carer close supervision in and around traffic to make them safer.

### **Drive Way 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 & CARS - the driveway is like a small road and should not be used as a play area.

## **Sources**

**Education and Care Services National Regulations 2011**

**National Quality Standard**

**VicRoads**

**KidSafe VIC**

**Bus Safety Act 2009 Vic**

**Road Safety Act 1986**

**Road Safety Road Rules 2009**

**Road Safety (Vehicles) Regulations 2009**

**Motor Vehicle Standards Act 1989 Cth**

## **Review**

The policy will be reviewed annually.

The review will be conducted by:

- Management



- Employees
- Families
- Interested Parties

**Last reviewed: March 1st 2017**

**Date for next review: March 1<sup>st</sup> 2018**





**TSV incident number**  
(this box TSV use only)

## Notification of Bus Incident

TRANSPORT SAFETY  
VICTORIA

Please refer to the Reporting a Bus Incident guidance material for definitions of a bus incident.

Fatalities: <input type="checkbox"/> Yes <input type="checkbox"/> No				Serious injuries: <input type="checkbox"/> Yes <input type="checkbox"/> No				Investigation convened by operator:	
Number of:		Adult	Child	Unknown	Number of:		Adult	Child	Unknown
Employees					Employees				
Passengers					Passengers				
Others					Others				
Employee alcohol test conducted: <input type="checkbox"/> Yes <input type="checkbox"/> No						Result: <input type="checkbox"/> Positive <input type="checkbox"/> Negative			
Employee drug test conducted: <input type="checkbox"/> Yes <input type="checkbox"/> No						Result: <input type="checkbox"/> Positive <input type="checkbox"/> Negative			
Contact name for further inquiry:								Phone No:	
Name of person completing form:									
Position:								Phone No:	
Signature:								Date: / /	

Contact the Transport Safety Victoria duty officer by telephone on 1800 301 151 as soon as possible after becoming aware that a bus incident has occurred.

This report may be emailed to [online.incidents@ptsv.vic.gov.au](mailto:online.incidents@ptsv.vic.gov.au) or faxed to (03) 9655 8929

**Please note:**

Under the *Bus Safety Act 2009* (Vic), accredited and registered bus operators must notify the Safety Director of prescribed bus incidents in accordance with the regulations.

If you need assistance, please contact us:

Transport Safety Victoria  
 Telephone: 1800 301 151  
 Email: [information@ptsv.vic.gov.au](mailto:information@ptsv.vic.gov.au)

**Privacy Notice**

Transport Safety Victoria collects and holds the personal information provided in this application to assist the Director, Transport Safety ('Safety Director') to administer the *Bus Safety Act 2009* (Vic).

The personal information provided with this application may be disclosed to other government agencies if the information is sought for a purpose that is related to the purpose for which the personal information has been collected. It will not be otherwise disclosed unless required or authorised by law. It is an offence under the *Bus Safety Act 2009* (Vic) to give information that is false or misleading in relation to an application for registration or application for renewal of registration.

The individuals whose personal information is collected on this application have a right to seek access to this personal information and to seek correction of any error in the personal information held. All individuals whose personal information is included with this application should be informed of this fact.

