# Transport Procedure

See Transport Procedure Excursions if transport involved in excursions.

Staff must not consume tobacco, drugs or alcohol during trip.

**Before transport starts**

The Nominated Supervisor will:

* nominate the driver (if using vehicle owned or operated by service)
* nominate the supervisor responsible for supervising children on vehicle
* nominate the checker responsible for checking vehicle at end of trip (may be same person as supervisor)
* ensure transportation meets the requirements/exclusions in service public liability insurance.

**The Nominated Supervisor and staff will also make sure**:

* a risk assessment has been completed. Complete before each transport event, or if regular transportation, make sure there’s a risk assessment less than 12 months old
* they have written authorisation for every child to leave service. Obtain before each transport event, or for regular transportation, obtain annually
* required educator/child ratios will be maintained and there’ll be adequate supervision (driver cannot supervise children). Include educator/volunteer familiar with children’s special needs if relevant
* seat belts/booster seat arrangements meet legal requirements and the number of occupants will not exceed the legal capacity of the vehicle (eg displayed on bus compliance plate)
* at least one educator/supervisor attending has current first aid/asthma/anaphylaxis qualifications
* they have first aid kit and charged mobile phone
* they have current list of children travelling and their current emergency contacts
* there are no loose or heavy objects where passengers sit which could dislodge during sudden braking.

**Drivers must**

* park vehicle at the curb or in a protected parking area/driveway and turn off engine at each stop
* only start driving when told it’s safe to leave
* always follow road rules
* not talk on mobile phone, including hands free
* not play loud, distracting music
* not be impaired by alcohol or legal/illegal drugs.

**As each child enters transport (eg bus)**

* escort children to transport or ensure children escorted by eg parent/teacher etc
* as children embark look at each child, check name off roll and do a head count
	+ get parent/guardian to sign child onto bus if collecting from home
	+ if a child is present but not named on the roll or vice versa, confirm arrangements for the day with service/parent before leaving and update roll
* fasten children’s seat belt/safety restraint. Make sure car seats, booster seats and seat belts are properly secured, including those where parents have secured their child and for older children who have fastened their own. Do not let children share restraints.
* If extra adults are attending (eg parent helpers)
* give adult list of any specific children they are supervising
* clearly outline their responsibilities

**During Trip**

Supervise children

* ensure they’re comfortable at all times eg adjust ventilation and heating/cooling before it becomes stuffy or too hot/cold.
* never leave children unattended
* stop children doing anything dangerous during the trip eg drinking, eating, standing and any other dangerous activities while in the vehicle
* ensure at least one person (eg supervisor) sits at back of vehicle for optimal vision
* if child gets sick or hurts themselves during trip
	+ if medical emergency ring ambulance on 000, follow all instructions and park vehicle in safe location until ambulance arrives, otherwise apply appropriate first aid
	+ ring parents/guardians and advise they will need to collect child from destination (eg service) or they may need to take child to the doctor when they collect them. Provide as much information about illness/injury as possible
	+ complete incident, injury form
	+ notify regulatory authority if required.
* complete medication record if medication administered to child during trip.

**As each child leaves transport (eg bus)**

* **as children exit transport** look at each child, check name off roll and do a head count
* get parent/guardian to sign child off transport if dropping at home
* escort children into service/destination or hand them into the care and supervision of a staff member, parent/guardian or person nominated by parent/guardian
* if destination is the service, ensure children are signed in. Do not prefill sign in records
* never leave child alone on transport for any reason eg they have fallen asleep
* make sure no child is left on transport eg look carefully on and under seats and in storage areas
	+ make a note in writing that transport clear (or ensure checker does this)
	+ ask driver to also check bus is empty before leaving vehicle and to make a note in writing
* if there is no authorised person present to collect child (eg parent/guardian), ring parent/guardian. Consider appropriate options:
	+ can you wait (if they’re running late)?
	+ can parents/guardian authorise someone else to collect child? Note you must be able to adequately identify this person by appearance or photo identification
	+ will you keep child on bus and continue trip?

**Never leave child if there is no authorised person present to collect them.**

* if a child is missing immediately conduct search for child on transport, at destination and any places visited or stopped at during the trip. If child can’t be located immediately call parents/guardians, and police on 000 and follow any instructions.