



TRANSPORT AND ROAD SAFETY POLICY

POLICY STATEMENT

Clovelly out of School care acknowledges the importance of ensuring the safety of children when travelling. Educators will always be aware of children and develop clear procedures that the children can follow, that will ensure their safety. Vehicles used by Educators need to be safe, along with the safety equipment that may be used in the vehicles. There are also hazards relating to safety in driveways and car parks that needs to be considered in this area.

PROCEDURE

The guidelines in the Transport and Road Safety Policy will be used to educate children, families, and the community on safely transporting children, road and pedestrian safety.

Educators will assist bus drivers to ensure each child is always transported safely. The service understands that the driver maintains primary responsibility for road safety and ensuring each child is properly seated and restrained. All educators have a duty 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 any of the following guidelines are not met.

Management will ensure:

- All children travelling from one place to another must have the written consent of their Parents/Guardians.
- All vehicles used by the service will comply with the appropriate road and transport regulations, will be mechanically sound, have regular maintenance and have third party and comprehensive insurance.

Educators and Drivers will ensure:

- The driver will ensure that the fuel level is sufficient to undertake the journey.
- 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 safe 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.
- An educator on each vehicle will carry the mobile phone, service contact name, address and contact number at all times.
- All drivers must have a Working with Children check performed before undertaking any driving duties.

Breakdowns and Accidents: In the case of a vehicle breakdown the educator in charge or the driver will:



- Phone the service to inform the Nominated Supervisor immediately.
- The Nominated supervisor and the educator will discuss suitable alternative transport and organise for this to be undertaken.
- Ensure that the children are kept safe at all times.
- The Nominated Supervisor will inform the parents of the breakdown if necessary.

In the case of a vehicle accident the educator in charge or the driver will:

- Check to see if any children or educators are hurt, conduct first aid and phone for an ambulance if necessary.
- Comfort and calm the children.
- Ensure that the children are safe at all times.
- Take the required details of the other driver involved: name, contact, registration number, driver's licence, insurer, and any damage made to either vehicle.
- Phone the service to inform the Nominated Supervisor and organise alternative transport.
- Phone the police if necessary.
- Fill in an Incident, Injury, Trauma and Illness Record (To be completed within 24 hours of accident).
- A mobile phone should be carried in case of accident or emergency and children should be instructed to stay with the vehicle until assistance arrives.
- The Nominated Supervisor will inform the parents of the incident, and ensure that all the appropriate accident procedures are undertaken.

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.
- Children will never be left unattended in any vehicle.
- Educators will ensure that car seats, booster seats and seat belts are properly secured on each child and themselves before departing.
- Educators will assist each child to fasten and release the safety restraints on their seats if necessary.
- Children will be prohibited from standing or any other dangerous activities whilst in the vehicle.
- Children will always be accompanied by an educator, including to and from the vehicle.
- A First Aid Kit will be carried on the vehicle.

Road 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 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 to remind families:

- Parents and caregivers have a key role in educating their children about road safety. Children learn about road safety largely by experience.
- 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 supervision in and around traffic to make them safer.

When transporting children by foot educators will:

- Educators and the RP will risk assess and decide if it is safe to leave school grounds before each outing or excursion.
- 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.
- Educators are to remain vigilant to ensure that no child runs ahead, is too far behind the group or acts inappropriately.
- Children should be made aware of all the rules associated with all the modes of transport. Educators will ensure that these rules are enforced.

RELEVANT DOCUMENTS FOR CONSIDERATION

National Quality Standards Education and Care Services National Law and Regulations
National Quality Standards
Health and Safety policies
My Time Our Place

Version number	Date effective	Description of amendment
1	April 2020	New procedure
2	April 2022	No change

Considered and accepted by the Management Committee (representative) – S. Skelton

Considered and accepted by the staff (representative) – Katrina Thomas