### Transportation of children procedure (other than for excursions)

This procedure is applicable to preschools that arrange and / or provide a transportation service to and from preschool in a school vehicle. This procedure template does not apply for travel on excursions (refer to the excursions procedure for these requirements).

If children arrive or depart preschool on transportation organised by another entity, such as a school bus company, a disability service or other early childhood provider, a procedure must be developed, but the requirements will vary from what is noted in this template.

In all transportation scenarios (apart from for excursions), preschools are advised to contact Early Learning ([earlylearning@det.nsw.edu.au](mailto:earlylearning@det.nsw.edu.au)) for guidance to develop / review their procedure.

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| Associated National Quality Standard | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
| 2.2 | Regulation [99](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.99)  Regulation [101](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.101)  Regulation [102](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.102)  Regulation [102B](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.102B)  Regulation [102C](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.102C)  Regulation [102D](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.102D)  Regulation [102E](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.102E)  Regulation [102F](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.102F) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)  [Preschool – Obtaining parent’s authorisation and consent](https://schoolsequella.det.nsw.edu.au/file/e2661b06-8d94-45f5-bf91-749e6e5a71c4/1/preschool-obtaining-parent%27s-authorisation-and-consent.pdf)  [Transporting children safely](https://education.nsw.gov.au/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/resource-library/transporting-children-safely?mc_cid=d1adb6f3ce&mc_eid=afbe38d8a4)  [Safe travel guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/road-safety-education/safe-travel/public-transport) |
| **Pre-reading and reference documents** | | |
| [ACECQA Information Sheet: Safe transportation of children](https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf)  [Guidance on understanding safe transport and travel requirements for education and care service providers](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/media/ece-resources/transporting-children-safely/guidance-on-understanding-safe-transport-and-travel-requirements-for-education-and-care-service-providers.PDF)  [Unpacking the key elements of transportation](https://education.nsw.gov.au/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/news-and-events/spotlight-on-quality/issue-4-unpacking-the-key-elements-of-transportation)  [Transport for NSW endorsed key pedestrian safety messages](https://www.kidsandtraffic.mq.edu.au/info-sheets/)  [Transportation risk assessment](https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates?utm_medium=email&utm_campaign=Education%20and%20Care%20Services%20National%20Amendment%20Regulations%202020%20-%20safe%20transportation%20of%20children%20%20staffing%20provisions%20in%20SA&utm_content=Education%20and%20Care%20Services%20National%20Amendment%20Regulations%202020%20-%20safe%20transportation%20of%20children%20%20staffing%20provisions%20in%20SA+CID_b083e5d70844b831bfa30184bae16643&utm_source=Email%20Marketing%20Software&utm_term=risk%20assessment%20templates)  [Kids and Traffic - website and contact](http://www.kidsandtraffic.mq.edu.au/) | | |
| **Related procedures** | | |
| * Delivery and collection of children * Providing a child safe environment | | |
| **Staff roles and responsibilities** | | |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.  The principal is responsible for ensuring:   * the preschool is compliant with legislative standards related to this procedure at all times * all staff involved in the preschool are familiar with and implement this procedure * all procedures are current and reviewed as part of a continuous cycle of self- assessment. | |
| **Preschool supervisor** | The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:   * analysing complaints, incidents or issues and what the implications are for the updates to this procedure * reflecting on how this procedure is informed by relevant recognised authorities * planning and discussing ways to engage with families and communities, including how changes are communicated * developing strategies to induct all staff when procedures are updated to ensure practice is embedded. | |
| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:   * all staff in the preschool and daily practices comply with this procedure * storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers * being actively involved in the review of this procedure, as required, or at least annually * ensuring the details of this procedure’s review are documented. | |
| **Procedure** | | |
| **Risk assessment for transport provided by the preschool** | * A transport risk assessment will be conducted before a child is transported. * While a child is using transport provided by the preschool, they are in the care of the preschool, and so the Law and regulations relevant to the preschool must be complied with. * The risk plan will identify risks that the transportation of a child may pose to the safety, health or wellbeing of the child, and specify how the identified risks will be managed and minimised. * If the transport is *regular transportation*, only one risk assessment will be developed in a 12 - month period. If there is a change to the means of transport, route or destination, the risk plan will be reviewed and updated to reflect the change. * The ACECQA [transportation risk assessment template](https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates?utm_medium=email&utm_campaign=Education%20and%20Care%20Services%20National%20Amendment%20Regulations%202020%20-%20safe%20transportation%20of%20children%20%20staffing%20provisions%20in%20SA&utm_content=Education%20and%20Care%20Services%20National%20Amendment%20Regulations%202020%20-%20safe%20transportation%20of%20children%20%20staffing%20provisions%20in%20SA+CID_b083e5d70844b831bfa30184bae16643&utm_source=Email%20Marketing%20Software&utm_term=risk%20assessment%20templates) will be used. Matters that will be addressed, at a minimum are: * 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. If the vehicle carries 12 or less people, each child must be in a booster seat. If the vehicle carries more than 12 people and seat belts are available, these must be used. * any water hazards * the number of adults and children involved in the transportation * given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required * whether any items should be readily available during transportation, for example, a mobile phone and list of emergency contact numbers for the children being transported. * the process for entering and exiting the preschool premises and the pick-up location or destination (as required), and the staff members who will be present. * procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking, and how this will be recorded. * the process for conducting a vehicle check after children have disembarked, and how this will be recorded. | |
| **Authorisation for child to be transported** | * A child cannot be transported or leave the preschool premises without written authorisation from a parent or carer. * If the authorisation is for *regular transportation*, it only needs to be given once in a 12 – month period. * The authorisation must be given by a parent or other person named in the child’s enrolment record as having authority to authorise the child being transported by the preschool or on transportation arranged by the preschool and must state:   + the child’s name   + the reason the child is to be transported   + if the authorisation is for regular transportation, a description of when the child is to be transported   + if the authorisation is not for regular transportation, the date the child is to be transported   + a description of the proposed pick-up location and destination   + the means of transport   + the period of time during which the child is to be transported   + the anticipated number of children likely to be transported   + the anticipated number of staff members and any other adults who will accompany supervise the children during the transportation   + that if the vehicle to be used seats less than 12 people, the children will be seated in booster seats   + that if the vehicle to be used seats more than 12 people and seat belts are available, children will wear these   + that a risk assessment has been prepared and is available at the education and care service   + that written policies and procedures for transporting children are available at the education and care service. | |
| **Matters to be considered** | **The following matters will be considered when developing a procedure when required.**  **Procedure**   * How will staff be made aware of this procedure? * Will reviews be conducted to ensure staff understand and are following the requirements of this procedure? * How often will the procedure and risk management plan be updated?   **Families**   * How and when will communication around the transportation be conducted with families? * Who will check that all children are in a booster seat or have their seat belt fastened, before the vehicle starts moving? * What will happen if a family requests an alternative drop off location for their child, where they won’t be (i.e. a friend’s house)? * What will happen if a parent or carer is not at the designated drop off location to receive their child?   **During the trip**   * Where will the educator / s sit in the vehicle to ensure children are assisted in and out of the vehicle? * Who will supervise the children embarking the vehicle, and record this check in accordance with the regulations? * How will the children be engaged to establish and implement age – appropriate travel behaviour expectations? * How will adequate supervision be maintained in the vehicle? * What will happen if an educator forgets to take the attendance register? * What steps will be taken in the case of a crash or other emergency? * Will parents or older siblings be able to travel in the vehicle?   **Arrival procedure**   * What process will be followed to ensure the children move from the vehicle into the preschool premises safely? * What process will be taken to ensure no child is left in the vehicle, including examination of the interior of the vehicle to ensure no children remain on the means of transport? * Where will the vehicle be parked during the day? * Who will supervise the children disembarking the vehicle, and record this check in accordance with the regulations?   **Departure procedure**   * What process will be followed to ensure children move from the preschool premises into the vehicle safely?   **Documentation**   * What documentation will be kept recording which children and staff travelled in the vehicle each day? * What information will the transport attendance records collect? Where will these be stored? | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29.7.2021. Sally Egan, Rebecca Donaldson, Jessica Le. |
| **Key changes made and reason/s why** |
| Team members have read the policy and are aware of the procedures to be taken if and when a child enrols the service who requires transportation. |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 15.08.2022. Sally Egan, Rebecca Donaldson, |
| **Key changes made and reason/s why** |
| Nil changes. |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 7.7.2023. Sally Egan. |
| **Key changes made and reason/s why** |
| Updated made following legislation changes in 2023.   * Added Regulations 102E and 102F as references. * Added as considerations for risk management planning: recording checks when children embark and disembark, and how these will be recorded. * Added as matters to be considered: processes for supervising children embarking and disembarking, who will be responsible for this and who will inspect the vehicle after all children have disembarked. |
| **Record of communication of significant changes to relevant stakeholders** |
| Sally emailed updated procedure to Neil and Rebecca on 7.7.2023. We currently do not have any children accessing transport and this procedure is maintained as a standby to support us if needed in the future. Early Learning would be consulted in developing plans and procedures if transport was to be arranged. |

*Copy and paste a new table to record each occasion the procedure is reviewed.*