

Managing Assisted Transport Arrangements

This procedure should be read in conjunction with the 'Arrival, Collection & Transportation Policy'

Requesting use of assisted transport

- Under usual circumstances, enrolments for children at schools requiring special assisted transport arrangements are not accepted.
- An exception may be made in the circumstance where a child is officially enrolled at one of the schools that our service usually services but requires assisted transport to attend a 'partner program' of the school, such as a special education program, part time or for a short duration.
- An application for the use of assisted transport must be made by the parent to the service for consideration prior to the assisted transport being used for the child during their enrollment at the service.

Approval of a request

- In considering an application for assisted transport arrangements, consideration will be given to the particulars of the assisted transport arrangement and associated risks, the level of need, and whether any alternative solutions are available to the family.
- The Centre Manager will work collaboratively with the Management of Greater West Childcare when assessing an application.
- An application for use of assisted transport may be approved or denied at the absolute discretion of Greater West Childcare.

Children being collected from the service in the morning

- The request form completed by the parent will specify the expected collection time of the child by the assisted transport.
- It is the parent's responsibility to ensure that the child is in attendance at our service by the time the Assisted Transport arrangement arrives at The Service.
- When the transport arrives to collect the child, either the driver will come and collect the child from the gate, or an educator will walk the child out to the vehicle.
- The educator will confirm with the driver:
 - the identity of the transport company as per the transport arrangement
 - that they are collecting the correct child as per the transport roll and authorisations provided to the service by the parent
- If the Assisted Transport has already left prior to the child arriving at the service, it is the parent's responsibility to sort out alternative transport for the child, or if this is not possible, the parent agrees that the child will be transported to their Home School via usual centre transport arrangements.
- If the Assisted Transport arrangement hasn't arrived by the time our buses leave for our morning bus run to The Child's Home School, the child will be transported to their Home School for attendance for the day.



Children being dropped off to the service in the afternoon

- The request form completed by the parent will specify the expected drop off time of the child to our service by the assisted transport.
- Transport should not arrive to drop off the child prior to 3:30pm.
- Upon arrival at the service, the transport driver must liaise with an educator to confirm that the child has arrived, and that Appropriate Supervision is available on-site, prior to handing over duty of care for the child.
- If appropriate supervision is not available yet, the transport service must maintain duty of care until such as time as the service is able to accept the child into their care.
- Once the educator has confirmed that duty of care can be handed over to the service, the educator will sign the child into the service on our roll.
- The child should also present themselves to an educator upon arrival, to ensure that they have been accurately signed into the service.
- An alarm will be set on the service's devices as a reminder for staff to check that the child has arrived 15 minutes after the expected arrival time.
- In the event that the child's transport has not arrived within 15 minutes of the expected arrival time, the parent or other authorised nominee as per the child's enrolment record will be contacted to advise of this, and it is the parent's responsibility to ascertain the location of the child once the notification has been made.

General arrangements

- The parent / guardian understands that they are responsible to inform The Service of any changes to this transport agreement in relation to sessions, arrival or collection times, or any other details that are relevant to their care.
- A list of children utilizing assisted transport and expected collection and/or arrival times will be displayed in the office, including details of the transport company.

PROCEDURE VERSION AND REVISION INFORMATION

Authorised by GENERAL MANAGER

Current version

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Last review

May 2023