



## Transportation and Safe Arrival for Excursions Procedure

*This procedure should be read in conjunction with the 'Educational Program and Practice Policy'*

Date of Commencement: 26<sup>th</sup> February 2024

### Transportation general procedures

- At least one Educator will always accompany the driver on the bus and will be responsible for the supervision of the children. They should position themselves in a seat that enables the most effective supervision of children during transport.
- Buses are licensed for a specific number of passengers. All passengers must be seated with their seatbelt fastened during transport.
- Children must not sit in the front passenger seat (adjacent to the driver). If necessary (due to all other seats being occupied) this seat will be filled by the Educator.
- The bus driver is responsible for completing the necessary Pre and Post drive checks prior to and following driving the bus, and ensuring that a fully stocked first aid kit is taken on all bus trips, which contains an Epi-pen and an asthma puffer.
- All staff will wear Hi-Vis vests when away from the service and transporting children.
- Bus breakdown, Bus accident and Bus maintenance procedures will be followed before, during or after an excursion as relevant.

### Planning the transportation

- A risk assessment will be completed as part of planning the excursion, which will include the routes to be driven to and from the excursion venue, and also consider the appropriate location for the buses to stop to load and unload the children as close to the entry to the venue as possible in order to reduce risks associated with walking children through car parks or across roads. Bus drivers must adhere to the specified routes and drop off / pick up locations wherever possible.
- An individual roll specifying which children are travelling on each bus will be pre-planned prior to the excursion.
- Each bus group will have a designated lead educator who is responsible for marking the roll for their bus group and completing relevant bus safety checks.
- If a last minute change needs to be made to the allocation of which children are on each bus, the rolls must be updated to accurately reflect the final allocation of children (can be marked up with a pen).

### Embarking the bus

*This procedure, in relation to embarking, must be completed at any time when children get on to the bus, whether leaving the service, re-boarding following a stop or leaving a venue to return to the service.*

- A roll call for the individual bus group will be completed prior to boarding the bus.

- Educators will assist children embarking the bus.
- Once all children are seated, the lead educator will conduct both a roll call and a head count to ensure all children are accounted for.
- The lead educator will check all seatbelts are correctly fastened including their own and then complete a Bus Safety – Embarking Check to accurately record these procedures.
- Once confident that everything is in order, the lead educator will inform the driver they may commence driving.

## Disembarking the bus

*This procedure, in relation to disembarking, must be completed at any time when children exit the bus, whether at a stop during an excursion, or upon arrival back at the service.*

- The educators will disembark and escort the children off the bus, ensuring the children walk in an orderly manner to the final destination.
- The lead educator is to complete a head count as children step off the bus, and then check the interior of the vehicle to ensure there are no children remaining on the bus. The Educator will complete a Bus Safety – Disembarking Check to accurately record these procedures.

### PROCEDURE VERSION AND REVISION INFORMATION



**Authorised by** GENERAL MANAGER

**Current version** 1

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