

Transportation and Safe Arrival for School Procedure

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

Date of Commencement: 26th February 2024

Planning Transportation

- Authorisation for regular transportation to and from school will be collected from the parents as part of the enrolment process and must be kept as part of the child's enrolment information.
- A risk assessment will be conducted in relation to transporting children to and from school and the safe arrival of children. This assessment will inform staff and families of the risk minimisation strategies implemented and will be updated at least annually, or when something changes that may impact the risks associated with this activity.
- In the event of special transport arrangements, individual risk assessments and procedures will be developed and maintained, ie Assisted Transport Procedure.

Transportation by Bus

- Bus routes will be set for each session based on the number of children to be delivered to or collected from each school. The route should be as direct as possible, and the driver must adhere to the set route where possible.
- Buses will stop in designated Bus Zones at the school, preferably on the same side of the road as the school.
- 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 the bus runs, and ensuring that a fully stocked first aid kit is taken on all bus runs, which contains an Epi-pen and an asthma puffer.
- Children must be supervised by a staff member at all times during transportation and will remain on the bus under the supervision of the bus driver while the educator is collecting or delivering children to or from another school.

Transport to School

1. The bus run will be planned and timed in such a way that children will not be dropped off at school before teacher supervision commences.



2. An attendance roll will be called prior to boarding the buses and children will be organised into bus groups. All children should be signed in or will be marked absent.
3. The Educator will assist children embarking the bus and once all children are seated, complete a roll call and conduct a head count to account for all children.
4. The Educator will check all seatbelts are correctly fastened including their own and then complete a Bus Safety – Embarking Check to accurately record these procedures.
5. The Educator will then alert the driver they may commence the run.
6. Upon arrival at the school, the Educator will disembark and escort the children off the bus and walk the children into the school gates.
7. As the children enter the school premises the Educator will sign each child out of the roll and duty of care is handed over to the school.
8. If a bus arrives at a school prior to teacher supervision commencing, they will wait for supervision to commence before the children disembark.
9. Upon returning to the centre at the end of the run, the Educator is to check the interior of the vehicle to ensure there are no children remaining on the bus and that all children are accounted for. The Educator will complete a Bus Safety – Disembark Check to accurately record these procedures.

Transport from School

1. Before leaving the centre, the Driver and the Educator should review the roll and bus run sheet to ensure they both know how many children they are collecting from each school.
2. Buses are to arrive at schools within a reasonable time of school ending or at a time negotiated with the school. If the bus cannot get to a school within the designated times, Educators may be sent to wait with the children at the school until they can be picked up.
3. The Educator with the roll will wait at the designated meeting point and mark the roll as the children arrive. If a child turns up who is not on the roll for collection, they will be sent to the school office for assistance.
4. The children will line up and Educators will walk the children to the bus in an orderly fashion.
5. Once returning to the bus, the Driver will count the number of children boarding, the Educator will do a head count once children are seated and check all seatbelts are correctly fastened. If there is any confusion, the Educator shall call the names on the roll again.
6. Only when the Driver and Educator are in agreement that all children expected to be collected are safely on the bus should the Driver leave the school.



7. Upon arrival at the centre, The Educator will complete a headcount as the children step off the bus, and escort children into the centre premises.
8. The Educator will then check the interior of the vehicle to ensure there are no children remaining on the bus and that all children are accounted for.
9. The Educator will complete a Bus Safety – Disembark Check to accurately record these procedures.

Transportation by Walking

- All educators involved in the walking group will put on hi-vis safety vests
- One Educator will be designated by the Supervisor to be in charge of the walking group, and they will be responsible for:
 - a. Ensuring the safe arrival of the children during walking.
 - b. Marking the roll and completing head counts as necessary.
 - c. Ensuring that an iPad and a first aid kit which includes an Epi-pen and Asthma puffer are taken on the walk.
- The walking route will be set depending on the number of schools and children to be delivered to or collected from each school, should be as direct as possible, and will be adhered to by the walking group. The route will ensure that children are not expected to walk excessive distances.
- Pedestrian crossings will be used when crossing a road if possible. Unless patrolled by a crossing guard, Educators will walk onto the crossing first, whilst the children wait on the kerbside, for traffic to completely stop before crossing the road safely.

Transport to School

1. Before leaving The Centre, the Educator in charge of the walking group will call a roll and ensure that all children being transported with the group are present.
2. Children will walk in two lines with an Educator walking at the front and/or rear of the line depending on the number of children and risk associated with the walking route. Educators must ensure that the group is kept compact, allowing less opportunity for children to separate from the group.
3. Additional head counts will be completed as required or as determined in the Risk Assessment.
4. Upon arrival at the school or following the beginning of school supervision time, the Educator in charge will complete a head count and sign the children out via the iPad.

Transport from School

1. As children are collected from the school, they will be signed into the service using the iPad.

2. Once all children have been signed-in or accounted for, the Educator in charge will complete a final head count and then the group will depart and begin walking back to the service.
3. Children will walk in two lines with an Educator walking at the front and/or rear of the line depending on the number of children and risk associated with the walking route. Educators must ensure that the group is kept compact, allowing less opportunity for children to separate from the group.
4. Additional head counts will be completed as required or as determined in the Risk Assessment.
5. A head count will be done when arriving back at the centre to ensure all children have arrived safely.

A child doesn't arrive at the designated meeting point

If there are any children on the roll that do not arrive at the designated meeting point the Educator will follow the School Collection Plan in relation to the order in which the following steps are taken;

- The Parent and other emergency contacts listed in the enrolment record, will be called to determine the child's whereabouts.
- The school will be contacted to determine if the child attended school today, and whether they know where they are. *Note: If the school advises the child was away from school, or has been collected by another person, they will be marked absent from our roll and we will not take any further action.*
- Call the centre or Responsible Person to find out if there has been any recent contact with the parent regarding the child's whereabouts.
- Where possible, without putting other children at risk, the educator will work with the school staff to search for the child.

Where a child cannot be located within a reasonable timeframe and all of the steps above have been attempted, the Responsible Person must be informed to take over the investigation, and the transportation of the other children will continue.

Missing Child

- Once a child is deemed missing, the Responsible Person is in charge of taking over the investigation.
- If the parent or emergency contact can be contacted, they will be informed of the situation, and it will be their responsibility to determine next steps to be taken.
- If no contact can be made with the parent or any emergency contact listed in the enrolment record

- The parents will be sent a text message notifying them of the missing child and advising to contact us urgently.
- The school will be notified that the child is still missing.
- If no contact is made with the parents within 10 minutes of the text message being sent, the Responsible Person will call the police and advise of the situation.

PROCEDURE VERSION AND REVISION INFORMATION			
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