



Transport Procedure Excursions

Educators and volunteers must not consume tobacco, drugs or alcohol during trip.

Before excursion starts

The Nominated Supervisor will:

- nominate the driver (if using vehicle owned or operated by service)
- nominate the lead educator responsible for ensuring an excursion runs smoothly and children are adequately supervised (eg room/group leader)
- nominate the checker responsible for checking vehicle at end of trip (may be same person as lead educator)
- ensure transportation meets the requirements/exclusions in service public liability insurance.

The Nominated Supervisor, educator and volunteers will also make sure:

- a risk assessment has been completed. Complete before excursion, or for regular outings, make sure there's a risk assessment less than 12 months old
- they have written authorisation for every child to leave service. Obtain before each excursion, or for regular outings obtain annually
- required educator/child ratios will be maintained and there'll be adequate supervision (driver cannot supervise children). Include educator/volunteer familiar with children's special needs if relevant
- make sure seat belts/booster seat arrangements meet legal requirements and the number of occupants will not exceed the legal capacity of the vehicle (eg displayed on bus compliance plate)
- excursion checklist completed which includes:
 - at least one educator attending has current first aid/asthma/anaphylaxis qualifications
 - they have a first aid kit and charged mobile phone
 - they have current list of children attending and their current emergency contacts
- there are no loose or heavy objects where passengers sit which could dislodge during sudden braking.

Make sure driver

- parks vehicle at the curb or in a protected parking area/driveway and turns off engine before children alight
- only starts driving when told it's safe to leave
- always follows road rules
- does not talk on mobile phone, including hands free
- does not play loud, distracting music



- is not impaired by alcohol or legal/illegal drugs.

Leaving Service: As each child enters transport (eg bus)

- escort children to transport
- as children embark look at each child and check name off roll
- do a head count and ensure number matches number of children on roll
- if a child is present but not named on the roll or vice versa, confirm arrangements for the day with service/parent before leaving and update roll
- fasten children's seat belt/safety restraint. Make sure car seats, booster seats and seat belts are properly secured, including those for children with special needs and for older children who have fastened their own. Do not let children share restraints.
- If extra adults are attending (eg parent helpers)
 - give adult list of any specific children they are supervising
 - clearly outline their responsibilities

Enroute to and at destination

Supervise children

- ensure they're comfortable at all times eg adjust ventilation and heating/cooling before it becomes stuffy or too hot/cold
- never leave children unattended
- stop children doing anything dangerous during the trip eg drinking, eating, standing and any other dangerous activities while in the vehicle
- ensure at least one educator sits at back of vehicle for optimal vision
- if child gets sick or hurts themselves during trip
 - if medical emergency ring ambulance on 000, follow all instructions and park vehicle in safe location until ambulance arrives, otherwise apply appropriate first aid
 - ring parents/guardians and advise they will need to collect child from destination (eg service) or they may need to take child to the doctor when they collect them. Provide as much information about illness/injury as possible
 - complete incident, injury form
 - notify regulatory authority if required.
- complete medication record if medication administered to child during excursion

Leaving destination

- **as children embark** look at each child, check name off roll and do a head count prior to leaving (must match number of children on roll and number counted when leaving service)
- fasten children's seat belt/safety restraint. Make sure car seats, booster seats and seat belts are properly



secured, including those for children with special needs and older children who have fastened their own. Do not let children share restraints

- if child is missing immediately conduct search for child on transport and at destination. If child can't be located immediately call parents/guardians, and police on 000 and follow any instructions.

Arriving back at service: As each child leaves transport (eg bus)

- **as children exit bus** look at each child, check name off roll and do a head count
- make sure no child is left on transport eg look carefully on and under seats and in storage areas
 - never leave child alone on transport for any reason eg they have fallen asleep
- escort children into service/destination or hand them into the care and supervision of a staff member.

Reviewed: May 2024 Date for next review: May 2025