

## POLICY: 3.2 Excursions and Transporting Children

### Procedure: 3.4 Transporting Children

This procedure explores and guides the transportation of children to and from the Educator's residence, schools, parks, children's homes and other events or locations. Educators must always be aware of children and develop clear procedures that children can follow and that will ensure their safety. Vehicles used by Educators will be safe and the driving practices will reflect the road rules and give consideration to their duty of care to each child. There are also hazards relating to safety entering/exiting in driveways and car parks that need to be considered in this area.

#### 3.4.1 Linking to Policy

This procedural guidance should be read in conjunction with the Service's **3.2 Excursions and Transporting Children Policy** and will assist the Approved Provider, management, staff (Nominated Supervisors, Coordinators and administrative staff members) Educators, Educator Assistants and parents/guardians to implement the policy. The procedure covers:

#### [3.4.2 Safe Transportation of Children](#)

#### [3.4.3 Qualifications of Drivers](#)

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#### 3.4.2 Safe Transportation of Children

**Queensland Government Department of Transport & Monitoring** states:

**Child Restraints:** There are legal requirements for children aged under seven years to use a seatbelt or an approved child restraint. Drivers must make sure children travel in restraints suitable for their age and size.

***Educators will ensure babies up to 6-months-old:***

Babies up to 6-months of age must be in an approved rear-facing restraint that is properly fastened and adjusted. We recommend babies stay in a rear-facing restraint for as long as their size allows.

***Educators will ensure for babies and children 6 months to 4 years:***

Babies and children from 6 months up to 4 years must be in an approved child restraint that is properly adjusted and fastened. The child restraint may be rear-facing or forward-facing with a built-in harness. However, we recommend babies and children stay in a rear-facing restraint for as long as their size allows.

***Educators will ensure for children 4 to 7 years:***

Children aged from 4 years up to 7 years may be in an approved child restraint that is forward-facing with a built-in harness that is properly adjusted and fastened. They may also be in an approved booster seat secured with an adult lap-sash seatbelt or a fastened and adjusted H-Harness. However, research has indicated that the booster seat with an H-Harness option provides a lower level of safety in some types of crashes.

***Educators will ensure for children 7 years and over:***

Children who are 7 years and over may sit in a standard seat with an adult seatbelt or an approved booster seat/cushion secured with an adult lap-sash seatbelt or an H-Harness. Or, they may be in an approved child restraint that is forward-facing with a built-in harness that is properly adjusted and fastened.

**Where the Educator will seat children:**

- ***Cars with more than 1 row of seats***
  - Babies and children up to 4 years old must not sit in the front seat.
  - Children aged 4 and up to 7 years can only sit in the front seat if all other seats are occupied by children under 7 years of age.
  - Children 7 years and over can sit in the front seat.
- ***Cars with only 1 row of seats***
  - Children of any age can sit in the front seat as long as they are properly restrained.
  - If a car has a passenger airbag, a rear-facing child restraint shouldn't be used in the front seat if the restraint is positioned close to the airbag.

All child restraints should be fitted in accordance with the manufacturer's instructions and a car restraint check undertaken annually or when a new motor vehicle or car restraint is purchased.

### **3.4.3 Qualifications of Drivers**

- Drivers must be licensed to use the vehicle they are driving and the license must be current.
- Drivers must be 18 or over and hold a current Blue Card.
- If anyone other than the Educator is driving, then written parental permission and Service approval must be obtained prior to transporting children in care.

### **3.4.4 Vehicle Safety**

- All vehicles used must be registered and maintained to a roadworthy standard. The Service, at its discretion, may request a Roadworthy Certificate if deemed to be necessary.
- Educators will meet the requirements of the Department of Transport Queensland in relation to seat belts, child restraints, anchorage points and modifications made to the vehicle. These must be checked annually and a written report (Car Restraint Check) provided to the Service by an approved Child Restraint Installation Service.
- Educators, new and existing, are not to transport children without a current Car Restraint Check being provided to the Service. These are required annually.
- All Vehicles used are to be known to the Service and have their own Car Restraint Check.
- If the car is involved in an accident, a further inspection of the seat belts and child restraints by the appropriate authority will be required and relevant documentation provided to the Service.
- Educators will follow all vehicle manufacturer's safety instructions.

### **3.4.5 Vehicle Breakdown and Accident**

- In the event of an injury occurring in the course of a child being transported, Educators should follow procedures as outlined in 4.3 Serious Incident and Emergencies Policy.
- While waiting for replacement transport/repairs, children will be kept safe, comfortable and occupied with suitable activities. The co-ordination unit and parents will be notified as soon as is possible.
- In the event of an accident, the Educator will notify the Service and then parents, advising them of the situation, immediately or as soon as possible (Coordinators may inform parents on the Educator's behalf).
- A Coordinator will attend the incident and offer assistance in order for the Educator to deal with the situation and attend to the children if required.

### **3.4.6 Using Public Transport**

- Educators will advise the Service and families if public transport will be used to transport their child/children to enable families to make informed decisions on care arrangements.
- Permissions from parents or authorised nominees must be sort prior to any excursion.
- If the Educator is considering using public transport, they must ensure there are adequate measures to ensure the safety and wellbeing of children, including:
  - o thinking about supervision and safety when embarking and disembarking, avoiding overcrowding and making sure children are not overwhelmed when traveling;
  - o considering the appropriateness of using prams and seating for the children;
  - o risk management plan in place, refer to 3.3 Excursion Procedure for further guidance.

### 3.4.7 Other Roles & Responsibilities

#### The Co-ordination Unit will:

- provide resources or professional development for Educators on matters relating to road safety and the safe transporting of children
- keep documentation of modifications and Child Safety Restraints being fitted correctly into Educators' vehicles. This is an annual requirement
- request a copy of the Educator's and/or Assistant's driver's licence and car registration of the vehicle/s used to transport children.

#### Educators and Educator Assistants will:

- Ensure Attendance record is accurate for the day and kept up to date when picking up and dropping off children
- Complete a head count and enter into the log book when entering or exiting the vehicle
- The vehicle must be parked and turned off while children enter and exit
- Never leave a child unsupervised in a vehicle for any length of time
- The Educator/assistant must secure the child into their seat. If a parent secures their own child in the vehicle, this must then be checked by the Educator and/or assistant
- always carry a mobile phone when transporting children
- keep a record of each child's emergency contact details and the Service emergency contact in the vehicle. Hard copy contact details will include:
  - o the Educator and child's name
  - o contact phone numbers
  - o date of birth
  - o nominated contact persons and their relationship
  - o details of each person's medical conditions
  - o A brief description or photo of each person/child
- keep a first aid kit in the vehicle and made inaccessible to children (in the boot of vehicle or security box)
- keep a supply of nappies, wipes, water and snacks in the vehicle for emergencies
- only use transport which is suitable and safe for all children
- ensure, as far as practicable, child passengers enter and exit the car by the 'safety door' (Safety door being the left-hand and back passenger door-door closest to the kerb)
- ensure any pets are separate from the children if taken in the car and are appropriately restrained
- develop embarking and disembarking and entering and exiting procedures that take into consideration the safety of drop off and pick up points for children, including the Educator's own residence and public areas

- only use a vehicle and driver approved by the Service
- inform families if their child is to be transported in a vehicle as part of the Educator's education and care activities
- seek permission from each child's parent or authorised nominee before transporting children (*see 3.3 Excursion Procedure for guidance*)
- complete a risk assessment before transporting children (*see 3.3 Excursion and Transportation Procedure*)
- consider transport options and route when planning excursions (*see 3.3 Excursion Procedure*)
- discuss with families the type of child restraint or position in the vehicle their child will be traveling
- have car restraints safety equipment that is checked by an authorised child restraint inspector and provided to Service annually
- ensure all children are restrained while in the vehicle. Restraints must be appropriate to the age of each child (*see 3.4.2 below for guidance*)
- adjust the child restraints to individually fit each child as no child is the same size and ensure the harness and belts are fitted snugly and straps will not be twisted
- have one child restraint for each child i.e. two children must not be placed in the one seatbelt
- never use a child car seat and booster seat with top tether straps in the front seat of a vehicle unless an anchor point has been retro fitted
- only use car restraint safety equipment that is no more than 10 years old or has not been in an accident. If using a second hand restraint, the history of each restraint must be known.

**Families will:**

When the Educator or Educator Assistant is transporting the child to or from child's residence:

- support the safety procedures the Educator has in place in relation to the arrival and departure of children
- be waiting with the child so the Educator does not have to leave the vehicle
- Parents must sign the child in and out of care as required

When dropping or picking up a child from the Educator's residence:

- support the safety procedures of the Educator for the arrival and departure of children
- when delivering the child take care in the driveway of other children and their families
- never leave other children in the vehicle outside the Educator's residence
- support the good habits of Educators and children in care in regard to car safety by always placing their child in an appropriate child restraint before driving with the child

- discuss what car restraint or position in the vehicle their child will be transported in with the Educator.

### 3.4.8 Preparation Prior to the Activity and Experience or Excursion

Educators will complete a risk assessment when transporting children in accordance with 3.3 Excursion and Transportation Procedure.

The Service as the Approved Provider's representative must be informed of any excursion **prior to its commencement. The Service must receive a Risk Assessment including and route map for approval** . The Service has the right to decline the approval of an excursion if deemed not in the child's best interest. Permission **MUST** also be obtained from the parent or authorised person.

#### Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

#### Related Documents

##### Policies

Excursion and Transporting Children Policy

##### Procedures

3.3 Excursion Procedure

##### Forms

Child Enrolment Form

Educational Assistant Transportation Permission

Unaccompanied Child/Parent Agreement

Excursion/transport Risk Management Plan

Regular Excursion/Transporting Permission Form

Non-Regular Excursion/Transportation Permission Form

##### References

*Refer to Excursion and Transporting Children Policy*

Queensland Government Department of Transport & Monitoring (2017). Child Restraints, retrieved 14/11/19 from <https://www.qld.gov.au/transport/safety/rules/children> Qld Government, Transport and Main Roads, Child Restraint Laws, retrieved 14/11/19 from <http://www.tmr.qld.gov.au/Safety/Driver-guide/Child-restraints/Child-restraint-lawas.aspx>

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