
	Management Area: Children's Services	Version No: 4.0 Pages: 6
	Category of Procedure:	Approval Date: 14/07/2023 Procedure Approver: Head of Children's Services
Procedure Title: Transport – Bus and Taxi Procedure		Author: Head of Children's Services

YMCA SOUTH AUSTRALIA

Transport – Bus and Taxi Procedure

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1. Purpose

The following procedure is designed with the intended purpose of moving children within the care service safely on and off the transport and ensuring that all children are accounted for before and after being transported.

YMCA will act in the best interests of all children in support of the code of ethics. As stated in the YMCA SA Mission statement we aim to have lives enriched through wellbeing.

2. Scope


The scope of this Policy applies to all Board members, Sub Committee members, educators, and volunteers. This Policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All procedures must conform to this policy.

Bus

- Buses utilised must comply with legislative requirements including seat belts for all children.
- Permission form must comply with legislative requirements and must be signed by guardians of all children attending excursion.
- Risk assessment to be completed on YMCA Children's Services Excursion Template, covering legislative requirements. To be reviewed and signed by all staff attending excursion.
- Using the transport list on Playground, children will be signed on to the bus prior to departing the service and then signed off of the bus on arrival at the excursion venue. Once the excursion is finished, using the Playground transport list, children will be signed on to the bus from the excursion venue and then off of the bus on arrival back at the service. As part of the transport list staff must confirm that all children are accounted for and no children have been left at the service, on the bus or at the excursion venue.
- Staff to ensure all children have seat belts on prior to bus starting.
- Final head count on Transport List needs to be done prior to the bus leaving the venue or service site.

Taxi

- Any taxi booked by YMCA; a staff member must be within the taxi with the child/ren. This must be discussed and approved by Head of Children's Services.
- Permission form must comply with legislative requirements and must be signed by guardians of all children attending excursion.
- Risk assessment to be completed on YMCA Children's Services Excursion Template, covering legislative requirements. To be reviewed and signed by all staff attending excursion.
- Using the transport list on Playground, children will be signed on to the bus prior to departing the service and then signed off of the bus on arrival at the excursion venue. Once the excursion is finished, using the Playground transport list, children will be


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signed on to the bus from the excursion venue and then off of the bus on arrival back at the service. As part of the transport list staff must confirm that all children are accounted for and no children have been left at the service, on the bus or at the excursion venue.


- Seat belts must be utilised at all times.

3. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p> <p>Notify families of any change in policy.</p> <p>Provide training opportunities and ensure all staff have first aid</p>

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Responsible Persons	<p>Responsible for meeting the requirements outlined in this policy. Responsible for raising concerns or complaints following this policy.</p> <p>Ensure staff are to be aware of their roles and ensuring the appropriate number of staff are rostered on (1:8 ratio). To contribute to reflect on activities and risk assessments. Ensure that a risk assessment for an excursion has been conducted and that all staff have read and signed off on the document.</p> <p>Completing the transport roll check on Xplor/Playground for leaving and returning to the service. Ensure that all the required equipment and/or items are taken on the transportation, including a first aid kit, emergency contact lists, and mobile phone. To ensure transport booked meets standards including seat belts for all children.</p> <p>Ensure all educators and staff understand their supervision responsibilities and expectations relating to the transportation of children.</p> <p>Ensure no child is transported by the service without authorisation from their parent. To ensure that at least one YMCA staff member is on each mode of transport with children from the service.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this Policy. Responsible for raising concerns or complaints following this policy.</p> <p>To contribute to reflect on activities and risk assessments. To support the Responsible Person with completing checks with the Transport List – as well as additional supervision head counts while offsite.</p> <p>Ensure the required educator to child ratios are in place and children are always supervised with a 1:8 ratio offsite. Contact emergency services in the first instance then notify parents/guardians immediately after a serious incident, injury, trauma, or medical emergency, or as soon as is practicable.</p>

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Families	<p>To be familiar with the transport policy and provide feedback with any concerns.</p> <p>Sign authorisations for travel/ excursions and understand where the destination is.</p> <p>Must sign in and out using the tablet.</p> <p>Provide up to date information to the service such as medical, and emergency contacts.</p>
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4. Definitions

Authorised person

A child's parent or guardian or anyone whom they nominate to act on their behalf as part of the enrolment process and is recorded on the child's enrolment form.

Excursion

An outing organised by an education and care service outside of the approved premises for delivering the Education and Care service.

Routine or Regular Outing

A walk, drive, or trip to and from a destination-


- a) That the service visits regularly as part of its education program; and
- b) Where the circumstances relevant to the risk assessment are the same on each outing.

Risk assessment

A document that outlines possible risks that may occur, and things we can do to mitigate the risk to either reduce or remove potential hazard outcomes.

5. Key Relevant Documents

- Transport risk assessment
- Transport Procedure
- Excursion procedure
- Incident and injury procedure
- YMCAs Excursions Policy
- National Early Years Learning Framework (EYLF)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard for Early Childhood Education and Care and School Age Care (Quality Area 2)
- Education and Care Services National Amended Regulations 2022

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- Educations Standard Board – New children's safety requirements during transport commencing 1st March 2023

6. References

- Department of infrastructure and transport
- Australian children education and care authority regulation 168(2) ga and safe transportation of children information sheet

7. Monitoring Evaluation and Review

Feedback on this procedure must be directed to the service and or managers. Management is responsible for maintaining the currency of this document. Feedback from families is encouraged and considered to contribute to quality improvement. Review is done every three years.

8. Monitoring Evaluation and Review

This procedure will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

9. Version History

Version	Date	Description of changes	Effective Date	Review Date
1.0	28/02/2020	Creation of Policy	28/02/2020	28/02/2022
2.0	24/08/2020	Update of regulatory requirement's	24/02/2020	24/08/2022
3.0	03/03/2022	Review and update	04/03/2022	04/03/2025
4.0	14/07/2023	Review and update		