



Transportation procedure:

Aim:

The aim of this procedure is to transport children to and from school, from their homes to the centre and from the centre to their homes safely. Using the centre's bus and the bus driver to escort, supervise and ensure that children are securely restrained into appropriate seating. The bus will travel 5km radius of the Centre (or to the discretion of the Director)

Procedure:

- Escort children to the bus from the centre, securing all children into age appropriate seating and following the policy.
- Bus run will begin in the morning at 7:30am, children will be picked up between 7:30am and 9.30am. Ensure that the children are ready for the bus driver to pick up to minimise any delays. Times may vary as to the amount of children on the run and the route taken each day.
- The afternoon bus run will begin at 2:30pm, children will be dropped at home between 2:30pm and 4.30pm. Ensure a nominated person is at home to receive the child/children or additional fees will apply. (conditions apply ***)
- Ensure the bus is kept clean and tidy at all times. Parked safe and well presented whilst out of working hours.
- Ensure that there is a first aid kit, emergency contact details and authorised people to pick up of all children and staff, current information regarding the bus and seating arrangements and a fully charge mobile phone at all times.
- Ensure that there are sign on sheets for all children that are on the bus, if there is no sign on sheet the children are unable to travel on the bus.
- Bus driver is prohibited from leaving the bus at any time, children must be escorted to and from the bus by parents/care givers.
- Parents must buckle up their own children and remove them from the bus
- Bus must be fuelled whilst no children are in the bus.
- Children must be signed into the bus and then signed into the centre on arrival. This is the responsibility of the bus driver. It is the responsibilities of the driver to sign the children out of the centre and on

to the bus and their responsibility to have the parents sign the children off of the bus.

- Ensure all care is taken to ensure the safety of all children and staff on the bus at all times.
- The driver of the bus is not to deviate from the given route nor go outside our given suburb area without prior consent from the nominated supervisor/director.
- The suburbs covered by the bus extensive, for information whether your address fall within our pick up and drop off area please contact the office.
- It is the driver's responsibility to ensure that all road rules are followed at all times. Under no circumstances will the bus driver talk on their mobile, or a hands free device whilst the bus is in motion. The bus driver will be responsible for any fines incurred whilst they are in control of the bus.
- It is the driver's responsibility to sign the bus in and out and to keep an accurate record of the times it is in their possession. This is proof and evidence of who was driving the bus if there is a dispute over a fine.
- 24 hours notice must be given to access the services of the bus.
- Primary carers/Guardians must be at the drop off to sign the children off of the bus.
- The bus is only available to families with no transport or families that are experiencing unforeseen circumstances. (Directors discretion)

Please note that in the event of an accident whilst travelling on the bus all costs associated with the injury, including medical costs is the responsibility of the parent/carer. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Created by: Donna Hayes

Date created: 23/4/2013

Review Date: 23/6/2013, 7/01/2014, 22/06/16

*** (At drop off or pick up, if there is no one home or there is no nominated person to collect the child/children from the bus an additional fee of \$10 will be added to your account. The children will be returned to the centre and it is then the parents/caregivers responsibility to collect the children from the centre or parents responsibility to then get their child to the centre.)