

Safe Transportation Policy

Purpose

This policy ensures that all children in our care are transported safely and responsibly. It requires that we take all reasonable steps to protect children from harm and hazards when transportation forms part of our OSHC activities. The policy applies not only to transport between our service and schools but also to excursions and other activities where children travel under the care of the service.

Scope

This policy applies to all children enrolled at the service, their families, staff, management, the approved provider, the nominated supervisor, students, volunteers and visitors. Everyone has a shared responsibility to ensure that children are safe and supervised when transportation is provided or arranged by the service.

Implementation

Every reasonable precaution is taken to protect children from harm while being transported. Comprehensive risk assessments are carried out before transportation occurs, whether it is a one-off excursion or regular daily transport. These assessments guide our procedures, ensuring that supervision is adequate, ratios are maintained, vehicles are safe, and children are accounted for at all times. Children are signed in and out of attendance records as they enter and exit the vehicle, and the vehicle is checked thoroughly to confirm that no child is left behind. Educators and drivers are trained in safe transportation procedures, road safety, and emergency response.

Transportation also includes strong communication processes with families. Parents and guardians are required to provide written authorisation for transportation, which must specify details such as the purpose, route, method of transport, supervision arrangements and duration. For regular transportation, authorisation is renewed annually, ensuring families remain informed and involved.

Risk Assessment

Our service conducts transport-specific risk assessments in line with the National Regulations. Each assessment considers the proposed route, pick-up and drop-off locations, vehicle safety, supervision arrangements, seatbelt and restraint requirements, and any environmental risks such as water hazards, traffic conditions or weather. The assessment also considers the number of children and educators involved, the experience and licensing of drivers, and the communication tools available in case of emergency. Risk assessments are reviewed annually for regular transport and completed each time for excursions, ensuring that safety remains a continuous priority.

Safe Transportation Policy

Roles and Responsibilities

The approved provider and nominated supervisor are responsible for ensuring that all transportation procedures comply with legislation, that risk assessments are completed, and that families are kept informed. They ensure that educators and drivers are appropriately trained, vehicles are safe, and all children are accounted for before, during and after transportation. Educators are responsible for direct supervision, ensuring that children are seated safely, behave appropriately, and follow road safety expectations. Families are expected to provide accurate information regarding their child's attendance, communicate changes in transport needs promptly, and complete the required written authorisations.

Attendance and Record Keeping

Accurate attendance records are essential for safe transportation. Each child is signed into the transportation record when entering the vehicle and signed out when leaving. Educators check attendance against enrolment records at pick-up and drop-off points to ensure no child is missing. After every journey, the vehicle is checked thoroughly, including under and between seats, to confirm no children or belongings remain on board. These records form part of our legal and safety obligations and provide reassurance for families.

Vehicle Safety and Maintenance

All vehicles used for transporting children meet Australian safety standards. They are fitted with the required seatbelts and child restraints, are registered, roadworthy and insured, and undergo regular safety checks. Drivers hold the correct licence for the vehicle classification and are required to be fit to drive at all times. In the event of a breakdown or delay, children will remain safe, supervised and comfortable, and families will be notified as soon as possible.

Family Involvement

Families are important partners in safe transportation. Parents and guardians are required to complete authorisation forms, provide updated emergency contacts, and promptly inform the service of any changes to transport arrangements. Families are also encouraged to support children's understanding of road safety by reinforcing the same messages that educators provide at the service.

Continuous Improvement

This policy is reviewed annually in consultation with children, families, educators, management and the community. Reviews ensure that procedures remain up to date with legislation, reflect best practice, and incorporate feedback from families and staff. The policy is also evaluated following any incident or near miss to identify opportunities for improvement.



Safe Transport Policy

Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the transportation of children.

This means that all transportation practices must prioritise the safety, supervision and wellbeing of children above all other considerations. Educators, staff and management are required to exercise professional judgement and take all reasonable precautions to protect children from harm and hazards during transportation, ensuring that children are appropriately supervised, accounted for at all times, and transported in safe and compliant vehicles.

The Service will ensure that all transportation arrangements are carefully planned and implemented through comprehensive risk assessments, clear communication with families, and adherence to regulatory requirements. Educators will remain vigilant in supervising children during all stages of transportation, including boarding, travel and disembarking, and will respond promptly to any risks, incidents or emergencies to ensure children’s safety and wellbeing.

All practices relating to the transportation of children must prioritise the protection of children from harm, uphold their dignity and wellbeing, and ensure that every child is safe, supported and cared for at all times.

Review

Date:	Changes:	Reviewed by:
13/02/2023	New policy (All updated)	Charmayne Nathan
07/08/2024	Full Policy Update	Charmayne Nathan
17/09/2025	Policy was condensed and made easier for families to understand.	Charmayne Nathan
29/04/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne nathan