

Safe Transportation Policy

1. Purpose:

Y Whittlesea is committed to ensuring the safety and wellbeing of all children in our care, including during transportation. This policy outlines our approach to supervising and transporting children in a safe, compliant, and child-focused manner. Whether through excursions, single trips, or regular transportation, we ensure educator-to-child ratios are met and risk assessments are conducted. This policy also encompasses the safe use of digital technologies during transport, in line with our broader commitment to safeguarding children.

2. Scope:

This policy applies to children, families, staff, management, the approved provider, nominated supervisor, students, volunteers and visitors of the Service.

3. Policy:

The safety of children is paramount. Our service takes every reasonable precaution to protect children from harm and hazards, including during travel. We implement robust safety measures through risk assessments, regular supervision, staff training, and ongoing monitoring. This policy supports our compliance with the Education and Care Services National Law and Regulations, ensuring high standards for vehicle maintenance, supervision, staff qualifications, and emergency preparedness.

4. Policy Details

4.1 Definitions

- Excursion: Outing organised by the service as part of the education and care program.
- Regular outing/transportation: Routine trips to recurring destinations under similar risk conditions.
- Written authorisation: Required once every 12 months unless transport conditions change.
- Transportation (part of the service): Includes travel between the service and other sites (home, school, excursions).
- Transition: Movement of a child between settings (e.g., school, home, service).

4.2 Risk Assessment & Authorisation

- Conducted for all excursions and transportation events.
- Reviewed annually for regular transportation or whenever transport conditions change (e.g., route, provider).
- Includes route planning, vehicle type, safety restraints, staffing, and environmental risks.
- Authorisation must be obtained from a parent or authorised nominee.

4.3 Transport Planning & Safety

- Transport provided only when written authorisation is on file.
- Attendance, head checks, and embark/disembark checks are conducted and documented.
- Vehicles are thoroughly checked after each trip to ensure no children are left behind.
- Emergency Transport Folder with child and staff emergency contacts must be present.
- Only approved vehicles with the correct child restraints (AS/NZS 1754) are used.
- Digital devices used in line with the Safe Use of Digital Technologies Policy.
- Children exit vehicles using a designated 'safety door'.

4.4 Staff Training & Supervision

- All staff involved in transport receive practical safe transportation training.
- At least one staff member on board must hold current First Aid, CPR, Anaphylaxis, and Asthma Management qualifications.
- Staff-to-child ratios maintained at all times, including in transit.
- Roles and responsibilities are clearly communicated and documented.
- Educators and drivers must not be under the influence of drugs or alcohol.

4.5 Emergency Preparedness

- A working mobile phone must be carried for communication during transport.
- Emergency and Missing Child Procedures must be followed in case of incidents.
- Practice drills for safe transportation are conducted periodically.
- A fully stocked First Aid Kit must be available.

4.6 Vehicle Maintenance

- Vehicles are roadworthy, registered, insured, and serviced per manufacturer guidelines.
- Vehicle Safety Report completed before each trip.
- All child seats/restraints checked annually by authorised fitters (best practice).

4.7 Documentation & Record Keeping

- Transportation Attendance Record tracks children's presence, times, and checks.
- Transport Checklist completed every time transport occurs.
- All records are stored securely for at least 3 years from last attendance.

5. Responsibilities

Approved Provider / Nominated Supervisor

- Ensure compliance with relevant laws and regulations.
- Notify regulatory authority of transport offerings and changes within 7 days.
- Oversee risk assessments and staff training.
- Maintain up-to-date records and communicate any policy or risk changes.
- Verify WWCCs and driver licences.
- Assign designated drivers and educators for each trip.
- Ensure the vehicle and route meet safety and regulatory standards.
- Respond to incidents and notify families/regulators as required.

Designated Educators / Drivers

- Complete Vehicle Safety Reports and Transport Attendance Records.
- Conduct headcounts and sweep the vehicle after every trip.
- Adhere to all transport safety protocols and road rules.
- Wear high visibility vests and carry emergency contact lists.
- Follow Missing Child and Emergency Procedures if needed.
- Communicate any delays or attendance changes to the service and families.

Families

- Provide written authorisation and up-to-date emergency contacts.
- Notify the service of any changes to transport requirements.
- Promote transport safety with their child (e.g., using seatbelts).
- Sign attendance records when collecting/delivering children.

4. Related policies, procedures and supporting documents:

- [First Aid Policy](#) and Procedure
- [Safeguarding Children and Young People Policy](#) and Procedure
- [Child Safe Environment Policy](#) and Procedure
- [Emergency Management and Evacuation Policy](#)
- [Enrolment and Orientation Policy](#) and procedure
- [Excursion and Regular outings policy](#) and procedure
- [Incident, Injury, Trauma and Illness Policy](#)
- [Child Safe Procedure](#)
- Delivery and collection of Children policy and Procedure
- Medical Conditions Policy **and Procedure**
- Safe and Responsible Use of Digital Devices Policy and procedure
- Work Health and Safety Policy

5. **Consequences of breaching this policy:** All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).
6. **Policy owner:** The General Manager of Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.
7. **Document Control:** Review of this policy will be undertaken every year, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Date	Release Date
3.0	Updated with legislative changes	M Rowse	14/7/25	July 25
2.0	Separated policy and procedure. Updated template Amended to include changes to the transportation guides	Belinda Turner	July 23	July 23
1.0	Document created	Geny Zambello	Feb 19	Marc 19