

Parent/Guardian Responsibilities

- Complete Regular transport by Centre Bus Authorisation Form prior to your child travelling on centre bus.
- Immediately notify centre when the following information has changed:
 - Parent/guardian contact details
 - Emergency contact details
 - Medical Management Plan (if applicable)
 - Bus booking details.
- As soon as possible notify centre by telephone if:
 - Your child will not be travelling on bus and/or will be absent from the centre.
 - Your child's nominated residential bus pick up and drop off address has changed. Temporary or last-minute changes to a nominated residential bus pick up and drop off address are authorised in exceptional circumstances by the centre Director or Responsible Person in Charge.
- For morning bus runs, ensure your child is ready (with their belongings in a bag) at your nominated residential pick-up address at the approximate bus arrival time. Be physically present to assist your child onto the bus and complete the *Daily Bus List* as directed by centre staff.
- For afternoon bus runs, be physically present at your child's nominated residential drop off address at the approximate bus arrival time to assist your child off the bus and complete the *Daily Bus List* as directed by centre staff. Centre staff will only release children to custodial parents/guardians or authorised emergency contacts.

Director/Responsible Persons In Charge

- Ensure bus travel times are included in centre hours of operations (as per detailed on the ACECQA National Register) and occur outside the hours of the Approved Kindergarten Program.
- Ensure all centre teachers/educators and bus driver(s) complete the online Learning@C&K training module 'Regular Transport by Centre Bus' annually. Teachers/educators and bus driver(s) who have not completed this training module within the last 12 months are unable to travel on the bus (i.e. be an accompanying educator or the bus driver) and/or undertake the responsibilities of this procedure.
- Ensure the centre bus is fitted with restraints/seatbelts required by Queensland Law for vehicle type AND weight, age and number of children. Ensure child restraints meet Australian Standards and are used as per product instructions. Regularly assess restraints/seatbelts in the bus and adjust when needed to meet the growing and changing needs of children.
- Nominate/allocate a safe and suitable parking location/parking bay for bus in centre car park, near centre entrance, where children will enter and exit the bus. Advise centre staff and families not to park in this location/parking bay.
- Develop and document a Risk Assessment - Regular Transport by Centre Bus:
 - When possible, in consultation with teachers/educators, bus driver and (where possible) children and families:
 - Review and adapt risk minimisation plan template to reflect centre context, children's needs, and bus route, including/but not limited to:
 - Safety when entering and exiting the bus.
 - Walking route between bus and centre, including the children's ability to move/walk to and from the centre and bus.
 - Suitability of pick up and drop off locations at children's residential addresses
 - Wellbeing of passengers e.g., water, toileting, temperature etc.
 - Supervision of children before, during and after bus runs.
 - Appropriate number of adults for the number, age and needs of children.
 - Safest and quickest bus route.
 - Restraints/seatbelts required by Queensland Law for vehicle type AND weight, age, and number of children.
 - Children's awareness of road and bus travel safety.
 - Known medical conditions
 - Ensure all centre teachers/educators and bus driver(s) read and complete the risk minimisation plan acknowledgement table to confirm their understanding and compliance.
 - Include a copy of the risk minimisation plan in induction material for casual educators. Long term casual educators who are familiar with children and families are permitted on bus runs however they must follow all requirements of this procedure.
 - Undertake a biannual review of the risk minimisation plan with all centre teachers/educators, bus driver and (where possible) children and families. Document the review on the risk minimisation plan. If changes are made, ensure all centre teachers/educators and bus driver(s) complete the risk minimisation plan acknowledgement table. Update induction material whenever a change is made to the risk minimisation plan.
- Ensure parent/guardian written authorisation (via Regular Transport by Centre Bus Authorisation Form) is obtained for each child travelling on bus. Scan and upload to child's Kidsoft record; under 'Documents.'

NQS2 Children's Health and Safety Procedure

Regular transport by centre bus

Do not follow this procedure if centre bus is used for an excursion. Refer to the Excursion Procedure.

- Complete a [Bus Audit - Regular Transport by Centre Bus](#) in quarter 1/between January to March. Immediately action identified non-compliance.
- Display [Look Before You Lock Poster](#) facing in and out of bus AND the centre front door AND the back of the Bus Clipboard.
- Display facing inside the bus, a list of emergency telephone numbers including emergency services (000), local police station, the centre, your Early Childhood Education Manager (ECEM)/Committee member(s), your C&K Regional Manager and Roadside Assistance.
- Refer to the [Bus Run - Kidsoft \(all centres\) Procedure](#) to create a *Daily Bus List*. And check accuracy prior to each bus run.
- Keep a container on the bus with the following items:
 - A copy of this procedure.
 - First Aid Kit (refer to [Administering of First Aid Procedure](#) for contents)
 - (If applicable) current Medical Management Plan(s) of children travelling on bus
 - Asthma and anaphylaxis emergency medication i.e. adrenaline, salbutamol pen(s)
 - bottled water and disposable cups
 - packet of cracker biscuits (in case child is hungry)
 - disposable gloves
 - tissues
 - wipes
 - plastic bags tied/knotted
 - spare children's clothing
 - copy of safety inspections and any repair work completed within the last 3 years.
- Ensure a Bus Clipboard containing the following documents is taken on all bus runs:
 - Current *Daily Bus List*
 - Current record of parent/guardian and emergency contact details
 - Completed [Bus Prestart Checklist](#)
 - Current [Risk Assessment – Regular Transport by Centre Bus](#)
- Ensure a fully charged and working mobile phone is available and taken on all bus runs.
- Ensure a vehicle safety inspection of the bus is completed biannually by a qualified mechanic. Branch directors to complete an [Online Maintenance Request](#) to arrange inspections and mechanical works. Affiliated Directors to arrange via their committee.
- Roster at least two staff (bus driver and at least one educator) on each bus run. Minimum bus staffing requirements are:

<p>Adult 1 - Accompanying Educator (Responsible Person in Charge)</p> <ul style="list-style-type: none"> ○ Studying towards or holds an approved early childhood education and care qualification ○ Current Blue Card ○ Current First Aid qualification ○ Current CPR qualification ○ Current Emergency First Aid qualifications (Asthma and Anaphylaxis) ○ Completed <u>Responsible Person in Charge Consent Form</u> 	<p>Adult 2 - Bus Driver</p> <ul style="list-style-type: none"> ○ Valid Qld Driver's Licence relevant to vehicle type ○ Current Blue Card ○ Current First Aid qualification ○ Current CPR qualification ○ Current Emergency First Aid qualifications (Asthma and Anaphylaxis)
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- Scan and upload the following documents to Kidsoft under service Documents:
 - Completed *Daily Bus Lists*
 - Completed *Bus Pre-Start Checklists*
 - Completed *Centre Bus Annual Audits*
 - Current *Risk Assessment – Regular Transport by Centre Bus*



C&K Early Childhood Education Manager/Committee Responsibilities.

- Complete [Bus Audit - Regular Transport by Centre Bus](#) annually by physically observing/travelling on an AM or PM bus run.
- Immediately share audit results with Director.
- Approach non-compliance as a serious breach of C&K procedure. Instruct centre Director to prioritise non-compliance, action immediately and email evidence of action taken to address non-compliance by a specified date.
- Depending on the nature of the non-compliance and the centre Director's capacity to take action, determine (in consultation with Regional Manager) if bus travel should be suspended until non-compliance has been rectified.

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Actions and Responsibilities - Before commencing all bus runs

Who?	Actions and Responsibilities
Bus driver	<ul style="list-style-type: none"> Park bus in the nominated location/parking bay.
	<ul style="list-style-type: none"> Check that there is sufficient petrol for the upcoming bus run. If required, travel to service station and fill bus with petrol.
	<ul style="list-style-type: none"> Complete the <u>Bus Pre-Start Checklist</u>. Immediately notify centre Director, ECEM or Committee if any faults are identified. Children are unable to travel on bus until fault(s) have been rectified. Director to contact C&K Facilities Team to arrange a mechanic (branch centres only)
	<ul style="list-style-type: none"> Review <i>Daily Bus List</i> and plan travel route. Discuss and confirm proposed travel route with accompanying educator.
	<ul style="list-style-type: none"> Complete vehicle logbook.
Accompanying educator	<ul style="list-style-type: none"> Collect <i>Daily Bus List</i> and Bus Clipboard containing the required documents.
	<ul style="list-style-type: none"> Record bus driver's name, and the names of any other adult travelling on the bus on the <i>Daily Bus List</i>.
	<ul style="list-style-type: none"> Collect a fully charged and working mobile phone.
	<ul style="list-style-type: none"> Review <i>Daily Bus List</i> and plan travel route. Discuss and confirm proposed travel route with bus driver.

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Actions and Responsibilities - During all bus runs

Who?	Actions and Responsibilities
Bus driver + accompanying educator	<ul style="list-style-type: none"> Follow Queensland road rules and C&K policies and procedures including the <i>Tobacco, Drugs and Alcohol Policy</i>.
Bus driver	<ul style="list-style-type: none"> Be aware that you cannot be responsible for supervision of children whilst driving the bus.
	<ul style="list-style-type: none"> When collecting and delivering a child at their nominated address, park bus in the safest location. Whenever possible, park bus in a location that allows the bus door to open on the kerb side, not on the road or a driveway.
	<ul style="list-style-type: none"> Park bus, apply hand break and turn off ignition when collecting and delivering a child from their nominated address.
	<ul style="list-style-type: none"> After collecting and delivering a child from their nominated address, re-commence bus run only when the accompanying educator verbally confirms it is safe to do so i.e. children are seated, wearing appropriate restraints/seatbelts and are accounted for.
Accompanying educator	<ul style="list-style-type: none"> Promote a pleasant and enjoyable atmosphere e.g. sing songs and engage in conversation.
	<ul style="list-style-type: none"> Sit at the back of the bus and wear seat belt whilst bus is in motion.
	<ul style="list-style-type: none"> Actively supervise children.
	<ul style="list-style-type: none"> Ensure children are wearing appropriate restraints/seatbelts at all times when bus is in motion.
	<ul style="list-style-type: none"> Complete <i>Daily Bus List</i> as children enter/exit bus.
	<ul style="list-style-type: none"> Direct parents/guardians (or authorised person) to counter sign the <i>Daily Bus List</i> as their child enters/exits bus.
	<ul style="list-style-type: none"> Only release children into the care of their parents/guardians or authorised emergency contacts.
	<ul style="list-style-type: none"> Complete a head count after collecting/delivering each child from/to their nominated address. Indicate to bus driver that all children are accounted for, and the bus run can continue.
	<ul style="list-style-type: none"> If a child or parent/guardian/or an authorised emergency contact is not at a nominated collection/delivery address, instruct bus driver to continue bus run and: <ul style="list-style-type: none"> Telephone parent/guardian or authorised emergency contact. Instruct bus driver to return to nominated address if child and/or parent/guardian/or an authorised emergency contact is now at the location. (PM bus run) If parent/guardian or emergency contact cannot be reached on telephone/located, return to centre with child and implement <u><i>Arrival, Departure and Access Procedure</i></u>.

Actions and Responsibilities - Arrival at centre upon completion of the AM bus run

Who?	Actions and Responsibilities
Bus driver	1. Park bus in nominated location/parking bay. Turn off ignition.
Accompanying educator	2. Complete a head count and verbal roll call against the <i>Daily Bus List</i> . If a child is unaccounted for, implement <i>Child Missing or Unaccounted Procedure</i> .
Bus driver + Accompanying educator	3. Assist children to get out of their seats/restraints, gather their belongings and put on their shoes.
Accompanying educator	4. Complete the <i>Daily Bus List</i> as children exit the bus.
Bus driver + Accompanying educator	5. Escort children from bus to inside centre.
Accompanying educator	6. Complete a head count and verbal roll call against the <i>Daily Bus List</i> . If a child is unaccounted for, implement <i>Child Missing or Unaccounted Procedure</i> .
Bus driver	7. Monitor/assist accompanying educator to complete a head count and verbal roll call against the <i>Daily Bus List</i> .
Teacher/educator that has not travelled on AM bus run	8. Sign each child in upon physically seeing them enter the centre. Do not pre-fill/complete sign in records.
Accompanying educator	9. After children have been signed into the centre, immediately return to bus to complete a look before you lock check i.e. complete a thorough physical check of bus (inside and out) including under seats, in luggage racks and storage areas.
	10. Return to centre. Sign, date and record the time on the <i>Daily Bus List</i> to acknowledge a look before you lock check has been completed and all children are accounted for.
Bus Driver	11. On the return of the accompanying educator, return to bus to complete a look before you lock check i.e. complete a thorough physical check of bus (inside and out) including under seats, in luggage racks and storage areas. Lock bus.
	12. Return to centre. Sign, date and record the time on the <i>Daily Bus List</i> to acknowledge a look before you lock check has been completed and all children are accounted for.

Actions and Responsibilities - Immediately before PM bus run

Who?	Actions and Responsibilities
Accompanying educator	1. Refer to <i>Daily Bus List</i> and gather bus children in a nominated location inside the centre.
Bus driver + Accompanying educator	2. Confirm all children have their belongings and are wearing shoes.
Accompanying educator	3. Complete a head count and verbal roll call against the <i>Daily Bus List</i> .
Bus driver	4. Monitor/assist accompanying educator to complete a head count and verbal roll call against the <i>Daily Bus List</i> .
Teacher/educator that will not travel on afternoon bus run	5. Sign each child out upon physically seeing them exit the centre. Do not pre-fill/complete sign out records.
Bus driver + Accompanying educator	6. Escort children from the centre to the bus.
	7. Secure all children into their seat / restraints. Secure children's belongings.
Accompanying educator	8. Complete a second head count and verbal roll call against the <i>Daily Bus List</i> . If a child is unaccounted for, implement <i>Child Missing and Unaccounted for Procedure</i> . If all children are accounted for, advise the bus driver they can commence bus run.

Actions and Responsibilities - Arrival at centre upon completion of the PM bus run

Who?	Actions and Responsibilities
Bus driver	1. Park bus in nominated location/parking bay. Turn off ignition.
Accompanying educator and Bus Driver	2. Complete a look before you lock check i.e. complete a thorough physical check of bus (inside and out) including under seats, in luggage racks and storage areas.
	3. Return to centre. Sign, date and record the time on the <i>Daily Bus List</i> to acknowledge a look before you lock check has been completed and all children are accounted for.

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Actions and Responsibilities - Accident or Breakdown

Who?	Actions and Responsibilities
Bus driver	1. Bring bus to a complete stop, apply handbrake, turn of engine and turn on hazard lights.
Accompanying educator	2. Call 000 and/or roadside assistance
Bus driver + Accompanying educator	3. Assess passengers for injury and administer first aid if necessary.
	4. Determine if bus needs to be evacuated e.g. dangerous location? Risk of fire or smoke? If bus must be evacuated, locate safest exit and assembly point at least 15m away from any hazards. Collect Bus Container, Clipboard and mobile phone. Escort children to assembly point.
Accompanying educator	5. Complete a head count and verbal roll call against the <i>Daily Bus List</i> . Implement <i>Child Missing and Unaccounted for Procedure</i> if not all children are accounted for.
	6. Notify centre Director and Early Childhood Education Manager/Committee via phone to arrange emergency transport of children and staff.
Teacher/educator at centre	7. If required, telephone children's parents/guardians or emergency contacts.
Bus driver + Accompanying educator	8. Complete Incident Record as per <u><i>Child/Centre Incident Reporting Procedure</i></u> .

Definitions

- **Regular transportation:** (In relation to and education and care service) The transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.
- **Bus:** As defined by the Department of Transport and Main Roads (2022), a bus is a vehicle with thirteen or more seats, including the driver. A bus is not required to have seatbelts or child restraints. However, if the vehicle is fitted with seatbelts, passengers are required to wear a seatbelt. For the purposes of this procedure, a centre minibus is called a bus.
- **Not a bus:** As defined by the Department of Transport and Main Roads (2022), a vehicle with less than 13 seats including the driver's seat is not considered a bus (even though the registration certification may describe the vehicle as a bus). Child restraints are required for children under 7 years of age. For more information refer to important notice to school transport operators.

References

- Department of Transport and Main Roads 2022 - *Child Restraints*
- Department of Transport and Main Roads 2022 - *Queensland Road Rules*
- Department of Transport and Main Roads 2022 - *Information for school transport operators – Child Restraints*
- Early Childhood Education and Care 2022 (Department of Education) - *Safe Transportation of Children Policy Guidelines*