

3.6 Transport for Excursions Policy

Children have the right to be safe while travelling in transport provided by the service. All vehicles used need to comply with the appropriate legislation and regulations and the *Transport Operations (Road Use Management) Act, 1995*. Maximum safety precautions will be maintained and parent permission will be obtained before a child travel on any type of transport.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *QLD Transport Operations (Road Use Management) Act, 1995*
- *National Quality Standard 2.2 Each child is protected*
- *Policies: 2.3 – Educator Ratios, 3.5 – Excursions, 4.16 – Vehicle Restraint, 10.9 – Risk Management and Compliance.*



Procedures

Selecting Transport

All vehicles used must be registered in Queensland.

Drivers are to be licensed to carry the required number of passengers for the purpose. The service will request the transport company to provide confirmation and evidence of this fact before engaging the company for the excursion.

Educators will not be permitted to transport children, but if permitted in any circumstances, the requirements of paragraphs above apply in relation to that educator and the transport used.

“C” Class vehicles will not be used to transport children except in an emergency.

In selecting transport, the service will ensure that a communication system is available for use in the event of emergency.

The service will in all cases check prior to the excursion what alternative arrangements are available in the event of breakdown.

The service will, wherever practicable and affordable, use buses fitted with seat belts or where this is not possible, ensure that suitable safety precautions are taken.

Children will not be left in the sole care and custody of bus drivers or others. Educator to child ratios as per conducted risk assessment will continue to apply during transportation (see Policy 2.3 – Educator to Child Ratios).

Excursion educator to child ratios will also apply during transportation.

A nominated educator will check the bus after disembarkment to ensure children have not been left on the bus. This will occur following arrival at the venue and the return to the service. A nominated educator will check the bus if unexpected disembarkment occurs as a result of transportation breakdown or traffic accident.

Vehicle breakdown and/or accident

In the event of injury occurring during transporting to an excursion, procedures as set out in the Illness, Injury and Trauma Policy (see Policy 4.5) will be followed.

While waiting for replacement transport/repairs, children will be kept safe, comfortable and occupied with suitable activities.

In the event of a late return to the service, every effort will be made to notify parents e.g., to arrange for a notice to be displayed at the service or to contact parents individually.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	September 2021	September 2021
		July 2022	April 2023
		July 2025	August 2025