

Do not follow this procedure if an external bus service is engaged for an excursion. Refer to the Excursion Procedure.

Parent/Guardian Responsibilities

- Complete [Escorting Children Between Centre and External Bus Service Authorisation Form](#) prior to your child travelling on external bus service.
- Book child's bus travel with external bus service directly. Centre staff are not responsible for booking your child's travel arrangements with an external bus service.
- Immediately notify centre when the following details change:
 - Parent/guardian email and telephone/mobile numbers.
 - Emergency/Authorised Persons names and telephone/mobile numbers.
 - Bus booking details i.e., times and days your child is travelling on the external bus service.
- Pack your child's belongings in a backpack or similar bag that can be easily carried by your child between the bus stop and the centre.
- As soon as possible notify:
 - Centre by telephone if your child will not be travelling on the external bus service and/or will be absent from the centre AND
 - External bus service if your child won't be travelling on the bus.

Director/Responsible Persons In Charge

- Ensure children travelling by an external bus service arrive and depart the centre during the hours of operations (as per detailed on ACECQA National Register).
- Ensure all centre teachers/educators complete the online Learning@C&K training module '*Escorting children between centre and external bus service*' annually. Teachers/educators who have not completed this training module within the last 12 months are unable to undertake the responsibilities of this procedure.
- Develop and document a [Risk Assessment- Escorting children between centre and external bus service](#). When possible, in consultation with teachers/educators and (where possible) children and families, review and adapt risk minimisation plan template to reflect centre context, children's needs and external bus service(s) and bus stop location, including, but not limited to:
 - Safety when entering and exiting the bus.
 - Location of bus stop and distance/time taken to walk from centre entrance.
 - Suitable and safe location near bus stop to meet and gather children.
 - Safety of children when walking the route between centre and bus stop, including supervision, identified hazards on route, weather conditions, and children's mobility.
 - Appropriate number of adults for the number, age and needs of children travelling on external bus service.
 - Children's awareness of road and bus safety.
 - Known medical conditions.
- Ensure all teachers/educators complete the risk minimisation plan acknowledgement table to confirm their understanding and future compliance responsibilities.
- Include a copy of the risk minimisation plan in induction material for casual educators. Casual staff are permitted to undertake bus runs, however must be familiar with the children and complete all responsibilities including annual training.
- Undertake a biannual review of the risk minimisation plan with teachers/educators and (where possible) children and families. Document the review on risk minimisation plan. If changes are made, ensure all teachers/educators 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 [Escorting Children between Centre and External Bus Service Authorisation Form](#)) is obtained for each child travelling on the external bus. Scan and upload to child's Kidsoft record; under 'Documents'.
- Whenever possible, establish and maintain communication with external bus service(s) and request bus driver to park bus in an agreed location that is safe and close to centre entrance.
- Complete a [Bus Audit Escorting children to and from external bus service Audit](#) in quarter 1/between January to March each year. Immediately action any non-compliance.
- Refer to the [Bus Run - Kidsoft \(all centres\) Procedure](#) to create a *Daily Bus List*.
- 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
 - Current *Risk Assessment* (must include the telephone number of external bus service(s) and centre)
- When the bus stop is not immediately adjacent to the front gate of the centre, ensure a fully charged mobile phone and a 'Bus Backpack' (containing a first aid kit, Medical Management Plan(s) of children travelling on bus, emergency medications, pen(s), bottled water, disposable cups, tissues, and wipes) are taken on all bus runs:
- Scan and upload the following documents to Kidsoft under 'Service Documents':
 - Completed *Daily Bus Lists*

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- Completed *External Bus Service Annual Audits*
- Current *Risk Assessment*
- Roster at least two educators* for all external bus stop runs. Educators must have a current Blue Card and First Aid Qualifications (including CPR and Emergency First Aid competencies - Asthma and Anaphylaxis). One educator must be the Responsible Person in Charge. Minimum regulatory educator to child ratio and qualification requirements must be maintained if children remain at the centre.

**If there are multiple external bus services and/or only 2 educators are rostered daily at a kindergarten, the risk assessment must be reviewed and approved by the Early Childhood Education Manager OR Committee. The rostering of 1 educator to attend a bus run may be allowed after careful consideration and review of the proposed risk assessment. If the risk to children cannot be managed, children may not be able to access an external bus service.*

C&K Early Childhood Education Manager/Committee Responsibilities.

- Complete a [Bus Audit](#) *Escorting children to and from external bus service* annually by physically observing educators completing either a morning or afternoon bus run.
- Immediately share audit results with Director.
- Approach non-compliance as a serious breach of C&K procedure. Instruct Director to:
 - Prioritise non-compliance and action immediately.
 - Email evidence of action taken to address non-compliance by a specified date.
- Depending on the nature of the non-compliance and the Director's capacity to act, determine (in consultation with Regional Manager) if external bus service travel should be suspended until non-compliance has been rectified.

Procedure continues – turn page.

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Responsibilities and Actions – Morning External Bus Run

Who?	Actions and Responsibilities
Educator/Responsible Person in Charge of bus run	<ol style="list-style-type: none"> 1. Collect <i>Daily Bus List</i> and Bus Clipboard, and, if applicable, Bus Backpack and mobile phone. 2. Review <i>Daily Bus List</i>. Discuss and confirm the <i>Daily Bus List</i> with other educator(s) attending the bus run. 3. Record the names of all educators attending the bus run on the <i>Daily Bus List</i>.
All educators attending the bus run	<ol style="list-style-type: none"> 4. Walk to bus stop. 5. Arrive 3 to 5 minutes prior to the expected arrival time of the external bus service. 6. Wait at nominated meeting location near bus stop.
Educator/Responsible Person in Charge of bus run	<ol style="list-style-type: none"> 7. Stand near door of bus. As children exit bus, complete <i>Daily Bus List</i>. If child arrives off the bus and their name is not on <i>Daily Bus List</i>, record their first name and surname.
All educators attending the bus run	<ol style="list-style-type: none"> 8. Gather children at meeting location near stop. Supervise children effectively. 9. Monitor and support Educator/Responsible Person in Charge to complete roll call and head count.
Educator/Responsible Person in Charge of bus run	<ol style="list-style-type: none"> 10. Complete roll call and head count against the <i>Daily Bus List</i>. 11. If any child is absent from bus run, immediately telephone child's parents/guardians. If parent/guardian advises their child: <ul style="list-style-type: none"> o Did not travel on the bus - record child absent on <i>Daily Bus List</i>. o Was delivered to and was travelling on the bus - immediately telephone bus service to advise a child remains on bus. Direct bus service to immediately deliver child to centre. Immediately notify child's parent/guardian (and centre) by telephone that their child has been located and will be delivered to centre. Complete <i>Child/Centre Incident Record</i> and notify ECEM/Committee upon return to centre. Follow Child/Centre Incident Reporting Procedure (branch/affiliated).
All educators attending the bus run	<ol style="list-style-type: none"> 12. Ensure children are wearing a hat and shoes. 13. Encourage children to carry their belongings. Escort children to centre. 14. Ensure children are effectively supervised. 15. Once inside the centre, gather bus children in a nominated meeting location. 16. Monitor and support Educator/Responsible Person in Charge to complete a roll call and head count.
Educator/Responsible Person in Charge of bus run	<ol style="list-style-type: none"> 17. Complete a roll call and head count against the <i>Daily Bus List</i>. If a child is unaccounted for, implement <i>Child Missing or Unaccounted Procedure</i>.
Teacher/educator that did not attend bus run	<ol style="list-style-type: none"> 18. Sign children into centre. Do not pre-fill sign/attendance records. Children will be signed in when they physically enter the centre.
Educator/Responsible Person in Charge of bus run	<ol style="list-style-type: none"> 19. Advise Director/Responsible Person in Charge at centre of any children absent from the bus run and any other relevant information regarding the bus run. 20. Return Bus Clipboard, and, if applicable, return Bus Backpack and Mobile Phone to nominated storage location/charging dock.
All educators who attended the bus run	<ol style="list-style-type: none"> 21. Sign, date and time <i>Daily Bus List</i> to acknowledge all children are accounted for.

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Educator Responsibilities and Actions – Afternoon External Bus Run

Who?	Actions and Responsibilities
Educator/Responsible Person in Charge of bus run	<ol style="list-style-type: none"> 1. Collect Daily Bus List and Bus Clipboard, and, if applicable, mobile phone (fully charged/working) and Bus Backpack. 2. Review <i>Daily Bus List</i>. Discuss and confirm with other educator(s) attending the bus run. 3. Record the names of all educators attending the bus run on the <i>Daily Bus List</i>.
All educators attending the bus run	<ol style="list-style-type: none"> 4. Gather bus children in a nominated meeting location inside the centre. Assist children with their belongings and ensure they are wearing shoes and hat. 5. Monitor and support the Educator/Responsible Person in Charge of the bus run to complete roll call and head count.
Educator/Responsible Person in Charge of bus run	<ol style="list-style-type: none"> 6. Complete roll call and head count against the <i>Daily Bus List</i>. If a child is unaccounted for, implement <i>Child Missing or Unaccounted Procedure</i>.
Teacher/educator not attending bus run	<ol style="list-style-type: none"> 7. Sign bus children out of centre. Do not pre-fill sign out/attendance records. Sign children out as they physically exit the centre.
All educators attending the bus run	<ol style="list-style-type: none"> 8. Escort children from the centre to bus stop. Encourage children to carry their belongings. 9. Ensure children are effectively supervised. Never leave children unattended for any length of time. 10. Gather children at nominated meeting location near bus stop. 11. Monitor and support Educator/Responsible Person in Charge to complete roll call and head count.
Educator/Responsible Person in Charge of bus run	<ol style="list-style-type: none"> 12. Complete roll call and head count against the <i>Daily Bus List</i>. If a child is unaccounted for, implement <i>Child Missing or Unaccounted Procedure</i>. 13. Stand near bus door. As children enter bus, complete <i>Daily Bus List</i>.
All educators attending the bus run	<ol style="list-style-type: none"> 14. Do not leave the bus stop until all children are on board the bus has departed. 15. Sign, date and time <i>Daily Bus List</i> to acknowledge all children are accounted for and are on the bus. 16. Return to centre.
Educator/Responsible Person in Charge of bus run	<ol style="list-style-type: none"> 17. Advise Director/Responsible Person in Charge at centre of any relevant information relating to the bus run. 18. Return Bus Clipboard, and, if applicable, return Bus Backpack and Mobile Phone to nominated storage location/charging dock.

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](#)