

# 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.

### Parent/Guardian Responsibilities

- Complete [Regular Transport on Centre Bus Authorisation Form.dotx](#) prior to your child travelling on centre bus.
- Immediately notify centre when the following information changes:
  - Parent/guardian contact details
  - Emergency contact details
  - Medical Management Plan (if applicable)
  - Bus booking details (as previously recorded on child's *Regular Transport by Centre Bus Authorisation Form*).
- Immediately notify centre by telephone if:
  - Your child will not be travelling on bus on a particular day
  - Your child 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 can be authorised in exceptional circumstances by the centre Director or Responsible Person in Charge.
- For morning bus runs, ensure your child is ready (wearing shoes, with their belongings in a bag) at your nominated residential pick-up address at the approximate bus arrival time. Assist your child to embark (enter) the bus and complete the [Daily Bus Record](#) 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 to disembark (exit) the bus and complete the *Daily Bus Record* as directed by centre staff. Centre staff can only release children to custodial parents/guardians or nominated authorised emergency contacts.

### Director/Nominated Supervisor responsibilities

#### Record Keeping

- 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.
- Within seven days of commencing/stopping regular transport for children, notify the regulatory authority:
  - Branch: email [nqf@candk.asn.au](mailto:nqf@candk.asn.au) (Q&R team will then notify via the NQAITS)
  - Affiliate: notify via [NQAITS](#).
- Ensure parent/guardian written authorisation (via [Regular Transport on Centre Bus Authorisation Form](#)) is obtained for each child, prior to child travelling on bus. Scan and upload to child's Kidsoft record; under 'Documents.'
- 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 assessment to reflect centre context, children's needs, and bus route.
  - Ensure all centre teachers/educators and bus driver(s) read and complete the risk assessment acknowledgement table to confirm their understanding and compliance.
  - Include a copy of the risk assessment in induction material for casual educators. Long term casual educators who are familiar with children and families are permitted on bus runs and if they follow all requirements of this procedure including having current first aid qualifications and completing Learning@C&K training module '*Regular Transport by Centre Bus*' every 12 months.
  - Undertake a biannual review of the risk assessment with all centre teachers/educators, bus driver and (where possible and appropriate with) children and families. Document the review on the risk assessment. If changes are made, ensure all centre teachers/educators and bus driver(s) complete the risk assessment acknowledgement table. Update induction material whenever a change is made to the risk assessment.
- 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.
- Prior to each bus run, record the names of children travelling on the bus on the [Daily Bus Record](#) Use the Kidsoft Daily Bus List as a reference . Place *Daily Bus Record* and the Kidsoft record in bus clip board.
- 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.
- Scan and upload the following documents to Kidsoft under service Documents:
  - Completed *Daily Bus Records*, *Bus Pre-Start Checklists* and *Centre Bus Annual Audits*
  - Current *Risk Assessment – Regular Transport by Centre Bus*



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### Training and rostering

- 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 bus driver) and/or undertake any responsibilities of this procedure.
- Completing a defensive driving course (at the cost of the centre/training budget) is optional for the bus driver and must have prior written approval of the ECEM/Committee before completing.
- Roster at least two staff (bus driver and at least one educator) on each bus run. Minimum bus staffing requirements are:

#### Adult 1 - Accompanying Educator (Responsible Person in Charge – must meet C&K RPIC criteria)

- Studying towards or holds an approved early childhood education and care qualification
- Current Blue Card or Exemption Card
- Current First Aid qualification
- Current CPR qualification
- Current Emergency First Aid qualifications (Asthma and Anaphylaxis)
- Completed Learning@C&K training module 'Regular Transport by Centre Bus' in the last 12 months
- Completed Responsible Person in Charge Consent Form

#### Adult 2 - Bus Driver

- Valid Qld Driver's Licence relevant to vehicle type (expiry date must be recorded on centre's staff schedule)
- Current Blue Card or Exemption Card
- Current First Aid qualification
- Current CPR qualification
- Current Emergency First Aid qualifications (Asthma and Anaphylaxis)
- Completed Learning@C&K training module 'Regular Transport by Centre Bus' in the last 12 months

### Seat belts and restraints

- 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.

### Centre bus parking location

- Nominate/allocate and appropriately sign 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.

### Required items taken on 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 medication and Medical Management Plan(s) of children travelling on bus
- Asthma and anaphylaxis emergency medication i.e. adrenaline (Epi Pen) and 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 Record* and Kidsoft record
  - 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.

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### C&K Early Childhood Education Manager/Committee Responsibilities

- Complete a *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 immediate action, determine (in consultation with Regional Manager/Committee) if bus travel should be suspended until non-compliance has been rectified.

### Bus Run Actions and Responsibilities

**\*\*\*\* Bus travel for young children can be hazardous.  
Consequences of not following procedures can be life threatening \*\*\*\***

**To ensure children's health and safety, it is imperative that educators and bus drivers consistently implement procedures. Children's health and safety are placed at significant risk when procedures are not followed.**

As outlined in the *Drug/Alcohol and Tobacco Policy*:

- Bus driver and accompanying educator(s) must not adversely be affected by drugs and alcohol and must not have a blood alcohol concentration greater than 0.0%.
- C&K may direct a worker to undergo drug/alcohol testing if there is reasonable suspicion of impairment or following an accident/incident.
- C&K reserves the right to conduct random or arranged drug/alcohol testing of workers. Refusal to participate, or if results are unsatisfactory, may result in disciplinary action including termination.

### Actions and Responsibilities - Before commencing all bus runs

Who?	Actions and Responsibilities
Bus driver	<ul style="list-style-type: none"> <li>• Park bus in the nominated location/parking bay.</li> </ul>
	<ul style="list-style-type: none"> <li>• Check there is sufficient petrol for the upcoming bus run. If required, travel to service station and fill bus with petrol.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure the container stored in the bus has all required items as listed in this procedure.</li> </ul>
	<ul style="list-style-type: none"> <li>• Complete the <i>Bus Pre-Start Checklist</i>. 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&amp;K Facilities Team to arrange a mechanic (branch centres only).</li> </ul>
	<ul style="list-style-type: none"> <li>• Review <i>Daily Bus Record</i> and plan travel route. Discuss and confirm proposed travel route with accompanying educator.</li> </ul>
	<ul style="list-style-type: none"> <li>• Complete vehicle logbook.</li> </ul>
Accompanying educator	<ul style="list-style-type: none"> <li>• Collect <i>Daily Bus Record</i> and Bus Clipboard containing the required documents. In consultation with the Centre Director/Responsible Person in Charge confirm that the names of all children travelling on the bus run are recorded on the <i>Daily Bus Record</i>.</li> </ul>
	<ul style="list-style-type: none"> <li>• Record centre name and date of bus run on the <i>Daily Bus Record</i>.</li> </ul>
	<ul style="list-style-type: none"> <li>• Collect a fully charged and working centre mobile phone.</li> </ul>
	<ul style="list-style-type: none"> <li>• Review <i>Daily Bus Record</i> and plan travel route. Discuss and confirm proposed travel route with bus driver.</li> </ul>

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### Actions and Responsibilities - During all bus runs

Who?	Actions and Responsibilities
Accompanying educator	<ul style="list-style-type: none"> <li>When bus run has commenced, record bus run start/departure time from centre on <i>Daily Bus Record</i>.</li> </ul>
Bus driver + accompanying educator	<ul style="list-style-type: none"> <li>Follow Queensland road rules and C&amp;K policies and procedures including the <i>Tobacco, Drugs and Alcohol Policy</i>.</li> </ul>
Bus driver	<ul style="list-style-type: none"> <li>Be aware that you cannot be responsible for supervision of children whilst driving the bus.</li> <li>When collecting and delivering a child at their nominated residential 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.</li> <li>Park bus, apply hand break and turn off ignition when collecting and delivering a child from their nominated address.</li> <li>After collecting/delivering a child from their residential 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, no person is walking in front of or behind the bus.</li> </ul>
Accompanying educator	<ul style="list-style-type: none"> <li>Promote a pleasant and enjoyable atmosphere e.g. sing songs and engage in conversation.</li> <li>Sit at the back of the bus and wear seat belt whilst bus is in motion.</li> <li>Actively supervise children.</li> <li>Ensure children are wearing appropriate restraints/seatbelts at all times when bus is in motion.</li> <li>Complete <i>Daily Bus Record</i> as each child embarks/disembarks the bus i.e. Record the time and signature as each child embarks/disembarks the bus. And when ALL children have embarked on/disembarked from the bus, record your name, signature, time and date to confirm how each child was accounted for.</li> <li>Direct parents/guardians (or authorised person) to sign the <i>Daily Bus Record</i> as their child embarks/disembarks the bus.</li> <li>Only release children into the care of their parents/guardians or authorised emergency contacts.</li> <li>Complete a head count immediately 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.</li> <li>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"> <li>Telephone parent/guardian or authorised emergency contact.</li> <li>Instruct bus driver to return to nominated address if child and/or parent/guardian/or an authorised emergency contact is now at the location.</li> <li>(AM bus run) If child's parent/guardian or authorised emergency contact cannot be contacted via telephone OR if a parent/guardian or authorised emergency contact advises their child will not attending the bus run, record the absence on the <i>Daily Bus Record</i>.</li> <li>(PM bus run) If parent/guardian or emergency contact cannot be reached on telephone/located, return to centre with child and implement <i>Arrival, Departure and Access Procedure</i>.</li> </ul> </li> </ul>

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### 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 Record</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, put on their shoes and gather their belongings.
Accompanying educator	4. Complete <i>Daily Bus Record</i> as each child disembarks the bus i.e. Record the time and signature as each child disembarks from the bus. And when ALL children have disembarked the bus, record your name, signature, time and date to confirm how each child was accounted for. Record bus run finish/arrival time at centre on the <i>Daily Bus Record</i> .
Bus driver	5. Complete initial walkthrough to ensure no children remain on bus.
Bus driver + Accompanying educator	6. Escort children from bus to inside centre to a nominated meeting location.
Accompanying educator	7. <b>Immediately</b> complete a head count and verbal roll call against the <i>Daily Bus Record</i> . If a child is unaccounted for, implement <i>Child Missing or Unaccounted Procedure</i> .
Bus driver	8. Monitor/assist accompanying educator to complete a head count and verbal roll call against the <i>Daily Bus Record</i> .
Teacher/educator that has not travelled on AM bus run	9. Sign each child in upon physically seeing them enter the centre. Undertake a check against the completed <i>Daily Bus Record</i> to ensure all children are present and signed in. Do not pre-fill/complete sign in records.
Accompanying educator	10. After children have been signed into the centre, immediately return to bus to complete a <b>look before you lock</b> check i.e. complete a thorough physical check of bus (inside and out) including under seats, in luggage racks and storage areas.
	11. Return to centre. Sign, date and record the time on the <i>Daily Bus Record</i> to acknowledge a <b>look before you lock</b> check has been completed and all children are accounted for.
Bus Driver	12. On the return of the accompanying educator, return to bus to complete a <b>look before you lock</b> check i.e. complete a thorough physical check of bus (inside and out) including under seats, in luggage racks and storage areas. Lock bus.
	13. Return to centre. Sign, date and record the time on the <i>Daily Bus Record</i> to acknowledge a <b>look before you lock</b> check has been completed and all children are accounted for. Provide centre Director/Responsible Person in Charge the completed <i>Daily Bus Record – Morning Bus</i> .
Centre Director or the delegate	14. If any a child was absent from bus run and the accompanying educator could not contact the parent/guardian by telephone during the bus run, telephone the parent/guardian to confirm their child's absence from the centre. A second bus morning run is NOT permitted.

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### Actions and Responsibilities - Immediately before PM bus run

Who?	Actions and Responsibilities
Accompanying educator	1. Collect a fully charged, working mobile phone and <i>Daily Bus Record</i> .
	2. Refer to <i>Daily Bus Record</i> and gather bus children in a nominated meeting location inside the centre.
Bus driver + Accompanying educator	3. Confirm all children have their belongings and are wearing shoes.
Accompanying educator	4. Immediately prior to exiting the centre, complete a head count and verbal roll call against the <i>Daily Bus Record</i> .
Bus driver	5. Monitor/assist accompanying educator to complete a head count and verbal roll call against the <i>Daily Bus Record</i> .
Teacher/educator that will not travel on afternoon bus run	6. Sign each child out upon physically seeing them exit the centre. Do not pre-fill/complete sign out records.
Bus driver + Accompanying educator	7. Escort children from the centre to the bus.
	8. Secure all children into their seat/restraints. Secure children's belongings.
Accompanying educator	9. Immediately after all children are secured their seat/restraints, complete a second head count and verbal roll call against the <i>Daily Bus Record</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 the bus run can commence.

### 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. Complete logbook.
Accompanying educator	2. Record bus run finish time/arrival time on the <i>Daily Bus Record</i> .
Accompanying educator and Bus Driver	3. Complete a <b>look before you lock</b> check i.e. complete a thorough physical check of bus (inside and out) including under seats, in luggage racks and storage areas. Bus driver to lock bus.
	4. Return to centre. Sign, date and record the time on the <i>Daily Bus Record</i> to acknowledge a <b>look before you lock</b> check has been completed and all children are accounted for. Provide centre Director/Responsible Person In Charge with completed <i>Daily Bus Record – Afternoon Bus</i> .

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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 Record</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 <i>Child/Centre Incident Reporting Procedure</i> .

### Definitions

- **Regular transportation:** The transportation by the centre or arranged by the centre (other than as part of an excursion) of a child being educated and cared for by the centre, 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](#)
- ACECQA (2023) - [Safe Transportation of Children](#)
- ACECQA (2023) - [Changes to Regular Transportation of Children commencing 1 March 2023](#)