

Bendigo Regional YMCA Children's Services – Transport Of Children Policy

Policy Number	CS 2.19	Version	1
Drafted by	JB	Approved by CEO on	23.03.2017
Responsible Person	CSM	Scheduled Review date	23.03.2018

1. OBJECTIVE

This policy will ensure all children attending Bendigo Regional YMCA Children's Services are safely transported from one location to another, in accordance with the Education and Care Services National Act and Regulations and relevant State Road Safety Legislation.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, bus drivers, students on placement, volunteers, parents/guardians, children and others attending the programs and activities.

3. POLICY

All BRYMCA Children's Services programs will travel in a motor vehicle or bus adopting and abiding by the relevant State Authority's Act and/or Regulations in regards to road safety. This is in particular regards to:

- 3.1.1 When planning to transport children by any method, including walking and public transport, the mode of transport is determined by a risk assessment to ensure transport is suitable and safe for all children and staff.
- 3.1.2 All persons travelling in any vehicle must travel in a restraint that is properly adjusted and fastened. The restraint will be a child restraint, booster seat or adult seatbelt. The type of child restraint will depend on the person's size and age.
- 3.1.3 Children under seven years of age must use a child restraint or booster seat when travelling in any vehicle, taking into account the type of restraint required dependant on the age of the child, reflecting legislated standards for the following age groups;
 - i. Under 6 months
 - ii. Between 6 months and under four years
 - iii. Between four years and under seven years
- 3.1.4 Only approved child restraints, booster seats or child safety harnesses that comply with the 2004, 2010 or 2013 versions of the Australian and New Zealand Standard AS/NZS 1754 standard are utilised.
- 3.1.5 All car seats, restraints and booster seats are approved and fitted in accordance with Australian Standards and all parts, including the instruction booklet, are available.
- 3.1.6 Taxis are exempt from the child restraint laws that apply to the carriage of children under seven year's in motor vehicles. And as such, are excluded from the above listed requirements. In case of an emergency and where necessary, children will be transported by a taxi and not in a private vehicle.
- 3.1.7 BRYMCA services comply with the number of licenced places per vehicle at all times.

- 3.1.8 A 'bus' is defined as a motor vehicle which seats more than 12 adults (including the driver). If the vehicle has 12 or fewer seats, including the driver, then any children under the age of 7 years must use the appropriate child restraint or booster seat.
- 3.1.9 If the bus has more than 12 seating positions, including the driver, any children between the age of 4 and 7 are not required to use child restraints or booster seats. Vic Roads recommends that child restraints and booster seats are used in buses where possible. As a minimum the children must use the seat belts provided.

4. LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Bus Safety Act (2009)
- Bus Safety Regulations (2010)
- Transport Integration Act (2010)
- Transport (Safety Schemes Compliance and Enforcement) Act (2014)
- VicRoads Website
- Child Safe Standards
- Victorian Early Years Learning and Development Framework (VEYLDF)
- My Time, Our Place: Framework for School Age Care in Australia
- Education and Care Services National Law Act
- Education and Care Services National Regulations 2014

5. DEFINITIONS

Child Restraint	A device, such as a seat belt or small car seat, used to control and protect a child in a motor vehicle.
Approved child restraint, booster seat or child safety harness	Comply with the 2004, 2010 or 2013 versions of the Australian and New Zealand Standard AS/NXS 1754.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
OSHC Supervisors, Educators, Bus Drivers	<ul style="list-style-type: none"> • All OSHC Supervisors, educators and bus drivers are responsible for the daily implementation of this policy when directly supervising children who require transportation.
Coordinators & Directors	<ul style="list-style-type: none"> • Directors and Coordinators will oversee the implementation and service adherence to this policy
Community Services Manager	<ul style="list-style-type: none"> • Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.

	<ul style="list-style-type: none"> • Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Seek individual community feedback and facilitate an active consultation process with service users as appropriate.
CEO	<ul style="list-style-type: none"> • Policy Approval

7. MONITORING, EVALUATION AND REVIEW

BRYMCA management team is responsible for formally reviewing and updating this policy every twelve months, in consultation with representatives from key stakeholder groups. Small changes and additions may be made outside of the formal review to ensure the policy remains relevant and current. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

8. ATTACHMENTS

Attachment 1: Managing YMCA Bus Registration Procedure

Appendix 1

YMCA Bus Procedure

This procedure will ensure BRYMCA maintains all requirements of our Bus Operator Registration with Transport Safety Victoria under the *Bus Safety Act 2009 (Vic)*.

BRYMCA must ensure that:

1. A bus safety inspection certificate is obtained annually by having the bus serviced and inspected by a licensed tester
2. Each person who drives the bus is appropriately licensed and copies of their driver's license are carried on the bus
3. The bus is fitted with a fire extinguisher that is maintained in an operating condition
4. Each person who drives the bus is inducted thoroughly using the Bus Driver Induction Checklist
5. The bus is to be kept clean and tidy at all times
6. The bus driver must complete the Log Book each day
7. All fuel receipts must be placed in the bus folder
8. On the first business day of the month copy of log book and all fuel receipts to be sent to Community Services Manager