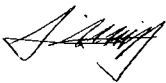
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: TRANSPORTATION: CENTRE & STAFF VEHICLES		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA believes that children travelling to and from school and excursions have the right to be safe. We will ensure that all modes of transportation undertaken will be safe and comply with all the required regulations.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Collecting Children Policy
- 3.2. Dropping off and Picking up Policy
- 3.3. Duty of Care Policy
- 3.4. Equipment Policy

4. Responsibilities & Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations


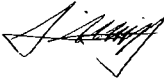
- 5.1. National standards
- 5.2. Q&A principles
- 5.3. Road and transport regulations.

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

PROCEDURES


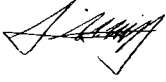
- All children traveling from one place to another must have the written consent of their parents.

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- An all weather meeting place will be established when collecting children from school.
- Only YMCA registered vehicles may be used by the centre and will comply with the appropriate road and transport regulations, will be mechanically sound, have regular maintenance and have third party and comprehensive insurance.
- The driver will ensure that the fuel level is sufficient to undertake the journey.
- All staff or volunteer drivers will hold the appropriate driver's licence for the vehicle they are driving.
- Before traveling in the vehicle the staff member will ensure that all children wear a seat belt or, in a bus, where seat belts are fitted.
- A First Aid Kit should be carried on the vehicle.
- Children will be required to remain seated and not behave in a dangerous or distracting manner. The driver will stop the vehicle if necessary, in a safe place until the children comply with instructions.
- When picking up children, the bus should be parked in a location which does not require children to cross roads.
- The driver will ensure that the vehicle has the appropriate number of passengers for the vehicle and that it is not overloaded.
- All drivers will carry the centre's name, address and contact number at all times. An emergency contact number should also be provided.
- In the case of a vehicle breakdown the staff person in charge or the driver will:
 - Phone to inform the Group Manager.
 - The Group Manager and the staff member will discuss suitable alternative transport and organise for this to be undertaken.
 - Ensure that the children are kept safe at all times.
- The Coordinator will inform the parents of the breakdown if necessary.
- In the case of a vehicle accident the staff person in charge or the driver will:
 - Check to see if any children or staff is hurt, conduct first aid and phone for an ambulance if necessary.
 - Comfort and calm the children.
 - Ensure that the children are safe at all times.

Take the required details of the other driver involved: name, contact, registration number, driver's licence, insurer and any damage made to either vehicle


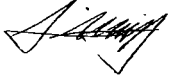
- Phone to inform the Group Manager, and organise alternative transport.
- Phone the police if necessary.
- Make an accident report on return to the centre.

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- Where possible a mobile phone should be carried in case of accident or emergency and children should be instructed to stay with the vehicle until assistance arrives. The centre's details should always be carried on the vehicle.
- In a situation where there is only one staff member in attendance a mobile phone will be allocated to take on the journey, so no one needs to leave children unattended at any time.
- The Group Manager will inform the parents of the incident, and ensure that all the appropriate accident procedures are undertaken.
- When transporting children by public transport staff will:
 - Ensure that a list of the children's names and number of children traveling is taken.
 - Take the centre's name, address and contact numbers with them.
 - Conduct a head count on a regular basis.
 - Assist children in getting on and off the mode of transport.
 - Ensure that all children are accounted for before allowing the vehicle to leave.
- When transporting children by foot staff will:
 - Ensure that the safest route is taken.
 - Ensure children cross the road at the crossing or lights where available, and obey the road rules.
 - Undertake extreme care crossing all roads.
 - Keep children together as a group and walk in line on pavements. Staff members are to remain vigilant to ensure that no child runs ahead, lags too far behind the group or acts inappropriately.
 - Take appropriate wet weather gear, jackets or sun hats to use as required.
- Children should be made aware of all the rules associated with all the modes of transport. Staff will ensure that these rules are enforced.


7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	November 2009

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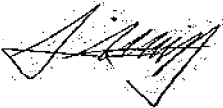
I endorse the Transportation – Centre and Staff Vehicles Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

Vehicle Safety Checklist

Scope: Bus/Transit Vehicle Drivers & Safety Officers

Date: _____ Bus Rego: _____ Driver: _____

Odometer Reading at Start of Trip: _____

Parts	Check	Look For	√ / X	Action Required
On refuelling : Tyres	Tread depth	Tread is not at the level of the tyre itself		
	Bolding on sides	Rounding of the tread on the top side of the tyre		
	Protruding wires	Any visible wires on the exterior of the tyre		
	Pressure	Tyre pressure on all 4 wheels are		
	Spare tyre	Tyre pressure is		
	Engine oil level	Level correct on dip-stick		
Instrument Panel	Instrument lights	Interior dash lights up when driving lights are on		
	Speedo	Odometer reading ascends through trip		
Lights & Indicators	Head lights work	Lights are turned on and externally seen to be working		
	Interior door light	Interior light comes on when all doors are opened		
	Indicators & hazards	Left, right and hazard mode are externally and internally checked visually		
Seat Belts	Frayed	Each seat belt is visually seen to have no damage to the condition of the material		
	Auto tension	Each seat belt is hand tested (by pulling down)		
	Clicker	Each seat belt can be clicked together		
First Aid Box	Contents	Contents matches contents list		
Exterior Damage	Any damage to outside of vehicle	Dents, scratches, markings to any part of the exterior of the vehicle		Use vehicle plan (attached) to mark any damage

Vehicle deemed unsafe to drive and reported to: _____

Hazard report form attached:

YES

NO

Signed: Driver _____



YMCA of Sydney

**YMCA of Sydney
Motor Vehicle Insurance**

**Motor Vehicle
Accident Occurs**



Employee

Ensure safety. Address medical needs. Exchange details
In car accident card (checklist)
Contact Manager and police



Compile Incident report explaining how accident happened for manager. Follow workers compensation requirements if applicable



Assist manager in requirements of reporting and repair ie quotes, replacement vehicle etc



Manager

Ascertain wellbeing of all persons involved. Attend accident if required or able. Ensure In car accident card (checklist) information has been collected



Completes Claim form from Intranet. Ensure all parties details are included. Attach police report and Incident report if applicable or Police Incident number Forward to Support services



Seek three quotes and forward to support services. Await response from repairer or agent



Upon notification get vehicle repaired. Insurance agents look after other parties. Refer any contacts to Support services.



Support Services

For Critical or major injuries, the CEO or Senior manager must be notified as soon as practical.

Create file and submit claim to Insurance agent. **Must be submitted within 24 hrs of accident.** Advise quotes to come.



Forward Quote of choice and advise manager when repair can be completed.



Manage claim file. Inform manager of progress to repair. Deal any enquiries from participating parties.



Outcomes

Ensure safety and health of all Involved. Ensure complete and thorough information collected.

Commence claim to ensure quick and thorough resolution for all parties. Workers Compensation needs acted upon within the 24hr time period.



Ensure best quote and repair timeframe for company vehicles



Completed repair and needs for all concerned parties.