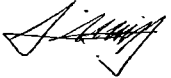
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDREN'S SERVICES	Pages: [04] Version No: [03] Date: [01/07/2012]
	Sub section (if applicable):	Signed: 
Policy Title: TRANSPORTATION: SERVICE AND PUBLIC VEHICLES		Author: CHILDREN'S SERVICES TASKFORCE

1. Scope

- 1.1. Educators, management, families and 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 and 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 and Delegations


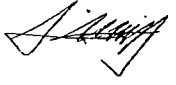
- 4.1. The Children's Services Taskforce is responsible for the review of this policy.
- 4.2. Educators and management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Regulation 99 "Children leaving the education and care services premises"
- 5.2. National Regulation 100 "Risk Assessment must be conducted before excursion"
- 5.3. National Regulation 101 "Conduct of risk assessment for excursion"
- 5.4. National Quality Standard 2 Element 2.3 "each child is protected"
- 5.5. National Quality Standard 2 Element 2.3.2 "Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury".
- 5.6. National Quality Standard 2 Element 2.3.3 "Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented"
- 5.7. Road and transport regulations.

6. Records Maintenance

This policy is to be reviewed biannually or as required based on operational or legislative change

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PROCEDURES


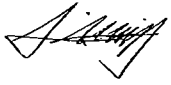
- All children traveling from one place to another must have the written consent of their parents.
- An all weather meeting place will be established when collecting children from school.
- Only YMCA registered vehicles may be used by the service and will comply with the appropriate road and transport regulations, will be mechanically sound, have regular maintenance and have (at a minimum) third party and comprehensive insurance.
- The driver will ensure that the fuel level is sufficient to undertake the journey.
- All educators or volunteer drivers will hold the appropriate driver's licence for the vehicle they are driving.
- Before traveling in the vehicle the educator will ensure that all children wear a seat belt.
- A First Aid Kit should be carried on the vehicle.
- Where a vehicle is being used to transport the children to an excursion a Risk Assessment must be conducted before the excursion takes place on the transportation.
- 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 vehicle should be parked in a location which does not require children to cross roads and also parked legally according to street signage
- 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 service'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 educator person in charge or the driver will:


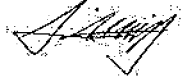
- Phone to inform the Manager.
- The Manager and the educator member will discuss suitable alternative transport and organise for this to be undertaken.
- Ensure that the children are kept safe at all times.
- The Manager will inform the parents of the breakdown if necessary.

In the case of a vehicle accident the educator in charge or the driver will:

- Check to see if any children or educators are hurt, conduct first aid and phone for an ambulance if necessary.
- Comfort and calm the children.

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- 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 Manager and organise alternative transport.
- Phone the police if necessary.
- Make an accident report on return to the service.
- 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 service's details should always be carried on the vehicle.
- In a situation where there is only one educator 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 Manager will inform the parents of the incident, and ensure that all the appropriate accident procedures are undertaken.
- When transporting children by public transport educators will:
 - Ensure that a list of the children's names and number of children traveling is taken.
 - Take the service'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 educators 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. Educators 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. Educators will ensure that these rules are enforced.

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	November 2009
3	New structure	AM. Nolan	January 2011
4	Review NQF Compliance	AM. Nolan	July 2012

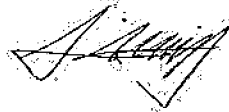
I endorse the Transportation: Service and Public Vehicles Policy.

Name: Anne-Mary Nolan
Children's Services Program Manager

Signature: 

Date: 9th July 2012

Name: Liam Whitley
General Manager Children's Services

Signature: 

Date: 9th July 2012

Board Endorsement

Endorsed By: Phillip Hare 

Position: Chief Executive Officer

Date: 9th July 2012



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

Vehicle Safety Checklist

Scope: Bus/Transit Vehicle Drivers & Safety Officers

Date: _____ Vehicle 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		
	Balding 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

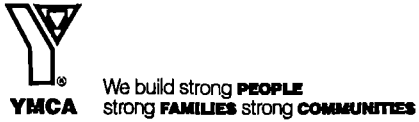
Vehicle deemed unsafe to drive and reported to: _____

Hazard report form attached:

YES

NO

Signed: Driver: _____



YMCA of Sydney

