

## Bus Transport Policy

The Ngura Yadurirn Children and Family Centre (NYCFC) aims to provide a safe bus transportation service for children and staff that will support families who require assistance with getting their child/ren to and from the center. Thorough planning and proactive, protective measures that safeguard children and staff are adopted into the daily routine to reduce the risk of harm or injury such as accidents, children being left on the bus unsupervised and/or unaccounted for, illness of children and/or staff and breakdowns. A comprehensive induction to this policy and following procedures will be undertaken and documented to ensure agreement and adoption of these daily practices by all staff involved in bus transportation including the bus driver, non-driving staff and any volunteers.

### Bus Transport Procedure

This bus transport policy and procedure is to be used in conjunction with a signed consent form from the parent authorizing bus transport and a relevant risk assessment on bus transportation of children. This bus procedure is supported by an induction process for existing and new educators and staff. New children using bus transport will also undertake an induction process. Bus has a first aid kit on board and contacts of all parents. Bus is serviced and cleaned as needed. Staff will take mobile phone on the bus for communication if needed.

#### **Morning bus run:**

Bus driver is to ensure that the bus is fueled and a morning visual safety check is completed.

A nominated staff member is responsible for the following duties and their name recorded in the bus folder each day:

1. Check any messages/notes on the bus sheet before starting the bus run, collect bus folder, first aid kit (already on the bus), asthma kit, mobile phone
2. Names from signed bus transportation consent to be recorded in bus folder (including pick up address)
3. Greet children and parent/caregiver on pick up
4. Record time of pick up on bus sheet as child has boarded the bus
5. Write any messages and /or comments on bus sheet relating to child for handover to educators (NB: remember to initial all records and any changes)
7. Ensure all children are restrained correctly before bus moves.

#### **On return arrival to NYCFC :**

1. Bus driver is responsible for:
  - ☐ Parking in designated safety zone and parking area ready for disembarkation
  - ☐ When bus is completely stationary and motor turned off, bus driver toots the horn to make preschool staff aware that the bus has arrived with the children on board.
2. Non-driving staff member is responsible for:
  - ☐ Ensuring children depart bus safely (check off list), and
  - ☐ Undertake a final walk through check of the bus (including looking underneath all seats) before going in to the centre
  - ☐ Sign bus sheet at end of morning check
  - ☐ Sign in bus children in the preschool sign in folder, initial entry and write 'bus' in comments sections.
3. Before starting the motor of the bus after children and staff have gone into the Preschool, the bus driver is responsible for:
  - ☐ final walk through check of bus before locking bus
  - ☐ Sign bus sheet at end of morning check indicating the bus is empty.

A nominated staff member at the NYCFC is responsible for the following duties and their name recorded on the bus sheet each day:

1. Ensure path is safe leading to the front of NYCFC to walk into the building
2. Ensure children walk from the bus safely into NYCFC.

3. Collect the bus folder from non-driving bus staff member
4. Check off (and record) that all children on the bus sheet that day have entered NYCFC building
5. Once the checklist is complete and the children are inside the NYCFC yard, parent messages and comments recorded on the bus sheet are discussed with relevant educators
6. Bus folder given to Director or Responsible Person for sighting and signature (to be returned to prep room).

#### **Afternoon bus run:**

Parents (in the morning) and/or staff members to record names of all children going home on bus and their drop off address on the PM bus sheet before children are taken out to the bus.

A nominated staff member at NYCFC is responsible for the following duties and their name recorded on the bus sheet each day:

1. Read messages/comments relating to afternoon bus run for that day and implement
2. Collect bus folder, first aid kit (already on bus) asthma kit and mobile phone
3. Ensure there is a second educator to assist with children boarding the bus
4. Ensure that all children are seated towards the front of the bus first before using the rear seats
5. Encourage children to put on their own seat belts independently and ensure all children are correctly restrained by seat belts before the bus moves
6. Ensure that a seat is available for them at the rear of the bus or on the last row of seats so that all children are in front of or next to non-driving staff. Non-driving staff are to position themselves where they can provide adequate supervision of all children at all times
7. Check off on bus sheet that all children have boarded the bus
8. Ensure all children are adequately supervised, reminding children to keep seat belts buckled and remain seated until they are getting off of the bus
9. Bus door is not open until approved parent/carer is sighted and safely near the bus.
10. Record drop off time and collecting authorised adult to sign bus sheet. In an emergency parents can ring NYCFC to give verbal consent for someone other than authorised adult to collect their child off bus (ID must be sighted by non-driving bus staff) and alternative drop off address if required, is to be recorded on bus sheet
11. Communicates any messages/notices/forms to parents/caregivers from the day's activities e.g. minor incidents/accident
12. After last child has disembarked the bus at the appropriate address, walk down to the back of the bus checking all seats and underneath all seats and sign the sheet to indicate the check was performed before heading back to the NYCFC.

Children are to be brought back to NYCFC if a parent/caregiver is not at home for collection of their child off of the bus. Non-driving bus staff to notify (by mobile phone) NYCFC if any children are returning to the centre so that the Preschool teacher can contact the relevant parent/caregiver to arrange collection of their child from the NYCFC.

#### **On return to NYCFC:**

##### **Final checks by non-driving staff member:**

1. Walk through the bus to make sure that no children are still (hiding or sleeping) on the bus
2. Records the bus arrival time back at NYCFC
3. Sign bus sheet that bus has been checked
4. Hand Bus Folder to Director or Responsible Person for sighting and signature (to be returned to prep room).

##### **Final checks by Bus Driver before locking up the Bus overnight:**

1. When all passengers disembark the bus, bus driver ensures bus is completely empty by walking down to the back of the bus and checking all seats and underneath all seats before leaving premises
2. Check that nothing has been overlooked or left on the bus before locking the bus in the shed and sign the bus sheet indicating that the final check has been performed.

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