

Penneshaw Kindergarten and Kangaroo Island Community Education – Penneshaw Campus Bus Travel Procedure

Department for Education Policy

Principals managing departmental school bus services may permit preschool children to travel on school bus services with consideration to the following:

- There is available room on the bus
- The bus is not involved in any additional travel
- The child is considered by the Principal and Preschool Director to be mature enough to travel safely on the bus without causing difficulties for the driver
- The child is met at the set-down points
- An authorisation for transportation in early childhood services has been completed for a child prior to travel
- A safe transportation of children – risk assessment template has been completed by the Head of Campus and Preschool Director.
- Parents provision of an age appropriate, booster seat, without an anchor point, which meets Australian Standards

If principals are required to withdraw permission due to overcrowding, preschool students should be given preference before ineligible primary and secondary school students.

More information is available in the [school transport policy](#).

Bus Enrolment Procedure:

Parents/Guardian of preschool children attending Penneshaw Kindergarten during their eligible year (the year before they start school) may request bus travel for their child, from the Director, after two weeks of attending kindergarten. This request will be discussed with the Penneshaw Head of Campus prior to approval. Children's ability to follow the safety expectations in the KICE Bus Policy will be considered.

A risk assessment will be undertaken by the Preschool Director in consultation with the Penneshaw Head of Campus using the '*Safe Transportation of Children - Risk assessment template*' and reviewed every 12 months or sooner if required.

Written authorisation for a child to be transported must be given prior to transportation, by a parent or approved guardian using the *authorisation-for-transportation-in-early-childhood-services-form*.

A regular excursion permission form and risk assessment will be conducted to cover children walking from the Penneshaw Kindy to the bus bay at the Penneshaw Campus.

Morning Procedure

- Penneshaw Kindergarten will provide bus drivers with a roll, naming children travelling on their bus
- Parent/authorised adults will meet the bus at the allocated place and time and assist their child to board the bus and fasten their seat belt. Parent/authorised adults will adhere to any current Covid-19 requirements such as not sending unwell children on the bus and wearing a mask when on the bus
- Parent/authorised adults will sign their child onto the bus on the roll provided.
- The bus driver will initial the roll indicating the child has boarded the bus and is now in their care.
- Buses will arrive at Penneshaw Campus behind the Rec Centre at between 8:40am-8:50am
- The preschool children will remain on the bus until a Kindergarten educator collects them and sign the children into their care on the bus roll. Educators will ensure all children signed onto the bus are collected and discuss any absences with the bus driver.
- The Kindergarten educator will walk the children to Penneshaw Kindergarten and sign them in on the daily attendance sheet.
- Completed weekly bus travel sheets will be attached to the weekly attendance sheets for archiving.
- Parents/Guardians are to notify the bus drivers by 7:30am if their child is not travelling on the bus that morning

AFTERNOON PROCEDURE

- Parents must notify Penneshaw Kindergarten of changes to their usual afternoon bus travel routine.
- Kindergarten educators confirm bus travellers and provide an accurate bus roll to the bus drivers each afternoon.
- A Kindergarten educator will walk the children travelling home on the bus, to meet the bus behind the Rec centre at the Penneshaw Campus at 3:15pm
- Kindergarten staff will sign each child onto the bus, fasten their seatbelts and adhere to current Covid-19 requirements such as not putting unwell children on the bus and wearing a mask when on board.
- Kindergarten staff member will remain at the bus bay until the bus has departed (approx. 3:30pm)
- Parents or an authorised person is responsible for meeting their child at the door of the bus and signing the roll. Children will not be handed over to an unauthorised person

Please Note:

- If there is not an authorised person to pick the child up, the bus driver is to contact the family and the Penneshaw Campus if in phone range. The Penneshaw Campus will notify Kindergarten Staff. If not in phone range the bus driver drives to phone range, pulls off the road to contact the family and the Penneshaw Campus. If there is still no contact with the family the child stays on the bus until the end of the bus run, returning to Penneshaw Campus. Kindy educators will collect the child and sign over duty of care on the bus roll. Kindergarten staff will make contact with the family or emergency contacts in the child's file and will remain with the child until collected.

Policy Updated: 15/2/2022

Ratified by the Governing Council: 24/3/2022

Review Date: 1st Feb 2023

Sources and Additional Information

[authorisation-for-transportation-in-early-childhood-services-form.docx](#)

[risk-assessment-template-safe-transportation-children \(1\).docx](#)

[safe-transportation-of-children-policy.pdf](#)

[School transport policy.pdf](#)

[Infosheet-SafeTransportationOfChildren.pdf](#)

[safe-transportation-of-children-procedure.pdf](#)