



Streaky Bay Children's Centre **ACCOUNTING FOR CHILDREN ON SCHOOL BUSES PROCEDURES**

In order to ensure that children are accounted for when being transported in buses, the following strategies will be put in place.

Transport to and from the centre:

- Drivers of dedicated school bus services which drop off and collect children from the centre are responsible for ensuring that at the end of each bus trip that no children remain on the bus, by walking the entire length of the bus, conducting a visual inspection to ensure no students have failed to alight at their designated stop.
- In the event a student has remained on the bus, the Director must be contacted by phone immediately.
- Parents are required to inform the Centre of changes to bus travel.
- Children will be escorted off the bus and signed in by a staff member on arrival.
- Staff will escort children on to the bus on departure from the centre and ensure they are safely seated and secured.

Booster Seats

- The school Principal (in consultation with parents) is responsible for determining whether a small child can travel safely on a school bus. If it is deemed the child cannot travel safely in seat belted bus (e.g. because of a seatbelt cutting across the child's throat due to height) the parents will supply a booster seat, as well as ensuring the child is correctly seated. Drivers are not responsible for ensuring children use booster seats and seatbelts. The Streaky Bay Area School adheres to the Australian Laws for booster seats
- For 4 to 7 year old children the Streaky Bay Area School recommendation; is that parents will supply a forward facing seat with an inbuilt harness for as long as possible or a booster seat and ensure their child is correctly seated.

Excursions:

- The Streaky Bay Children's Centre will provide all children with a booster seat.
- All children will be seated and properly strapped in with seat belts before the bus departs.

A nominated staff member will be responsible for:

- Performing a head count every time children board and alight from a bus.
- Ensuring that at the end of each bus trip that no children remain on the bus by walking the entire length of the bus conducting a visual inspection to ensure no students have failed to alight at their designated stop.
- Ensuring head count numbers are recorded in roll book.
- Walking the entire length of the bus conducting a visual inspection to ensure that no children have been left on the bus at the end of each trip.