
	Management Area: Children's Services	Version No: 5.0 Pages: 5
	Category of Procedure: Operational	Approval Date: 14/07/2023 Procedure Approver: Head of Children's Services
Procedure Title: Transport Procedure		Author: Head of Children's Services

YMCA SOUTH AUSTRALIA

Transport Procedure

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1. Purpose

The following procedure is designed with the intended purpose of moving children within the care service safely on and off the transport and ensuring that all children are accounted for before and after being transported.

2. Scope

The scope of this procedure applies to all Board members, Sub Committee members, educators, and volunteers. This procedure applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this procedure.

3. Procedures


Bus

- Buses utilised must comply with legislative requirements including seat belts for all children.
- Permission form must comply with legislative requirements and must be signed by guardians of all children attending excursion.
- Risk assessment to be completed on YMCA Children's Services Excursion Template, covering legislative requirements. To be reviewed and signed by all staff attending excursion.
- Using the transport list on Playground, children will be signed on to the bus prior to departing the service and then signed off of the bus on arrival at the excursion venue. Once the excursion is finished, using the Playground transport list, children will be signed on to the bus from the excursion venue and then off of the bus on arrival back at the service. As part of the transport list staff must confirm that all children are accounted for and no children have been left at the service, on the bus or at the excursion venue.
- Staff to ensure all children have seat belts on prior to bus starting.
- Final head count on Transport List needs to be done prior to the bus leaving the venue or service site.
- Seat belts must be utilised at all times if available.

Prams

- Must be certified to the mandatory Australian Safety standards AS/NZS 2088:2000 Prams and strollers – Safety requirements.
- Safety harness (5 point harness where possible) to be in use at all times and fitted correctly for the child.

4. Roles and Responsibilities

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Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the procedure and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate procedure awareness to all educators on the appropriate implementation and use of the procedure.</p>
Responsible Persons	<p>Nominated supervisor/service management will oversee the implementation and service adherence of the procedure.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this procedure and implementing strategies to help prevent non-compliance with this procedure.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this procedure.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the procedure.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this procedure.</p> <p>Responsible for raising concerns or complaints in accordance with this procedure.</p>

5. Definitions

Authorised person


A child's parent or guardian or anyone whom they nominate to act on their behalf as part of the enrolment process and is recorded on the child's enrolment form.

Excursion

An outing organised by an education and care service outside of the approved premises for delivering the Education and Care service.

Routine or Regular Outing

A walk, drive, or trip to and from a destination-

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- a) That the service visits regularly as part of its education program; and
- b) Where the circumstances relevant to the risk assessment are the same on each outing.

Risk assessment

A document that outlines possible risks that may occur, and things we can do to mitigate the risk to either reduce or remove potential hazard outcomes.

6. Key Relevant Documents


- Transport risk assessment
- Transport Procedure
- Excursion procedure
- Incident and injury procedure
- YMCAs Excursions Policy
- National Early Years Learning Framework (EYLF)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Education and Care Services National Amended Regulations 2022
- Educations Standard Board – New children's safety requirements during transport commencing 1st March 2023

7. Monitoring Evaluation and Review

This procedure will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

8. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	24/08/2020	Update of regulatory requirements.	24/02/2020	24/08/2022
3.0	03/03/2022	Review and update.	04/03/2022	04/03/2025
4.0	14/07/2023	Review and update.	14/08/2023	July 2025
5.0	26/05/2025	Updated procedure name – removed bus and taxi. Removed taxi reference from procedure. Added pram requirement. Updated responsible person, employee, volunteer and students roles and responsibilities.	26/05/2025	May 2027

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