

Bus Procedure

Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

SCOPE

To provide clear guidelines for parents and educators in relation to their responsibilities in ensuring the safe arrival of all children being transported to Pre Schools by school bus.

This '**Bus Procedure**' is displayed on the notice board for educators and parents; the 'Bus List for Pre Schools form' is kept in a clearly labeled folder to be easily accessible for all permanent and relief educators

Please note there is a separate sheet for each day of the week

PROCEDURE FOR INCOMING CHILDREN

- The 'Agreement for transporting children by bus to Pre Schools must be signed with Coordinating Schools and External School Bus Companies who transport children to Pre Schools - a copy of the agreement is kept by the Pre Schools, Yarriambiack Shire Council Manager Community Services and Development and Bus representative
- Families are to contact the coordinating school to obtain permission to travel by bus, and organise their child's bus travel

As per the 'Department of Education & Training School Bus Program Policy and Procedures' that the coordinating School and bus drivers must follow, children travelling by bus MUST be a minimum of 4 years of age

- Every parent with a child utilising a school bus to a service is to complete a 'Notification of child travelling by bus to Pre Schools' form
- A copy of the child's 'Notification of child travelling by bus to Pre Schools' form is kept in their enrolment file and in the bus folder and a copy sent to the coordinating school
- Each Pre School then completes a 'Bus List for Pre Schools form' with names of all children utilising school buses to the service and the days that they will be traveling on the bus
- The 'Bus Information List' is provided to the bus driver by the Coordinating School to carry with him at all times whilst transporting children to Pre Schools. The bus driver ticks this list when children board the bus
- Educators ensure that the 'Bus List for Pre Schools form' each day is kept up to date and any daily changes notified by parents are recorded immediately on the form in the 'Additional Comments' section e.g. child is to be absent
- Pre Schools will ensure there is an designated educator waiting for the school bus to arrive at scheduled arrival time

If the bus arrives more than 10 minutes late the educator will go back inside the Service and contact the coordinating school to enquire as to the whereabouts of the bus

- The educator will stand at the bus door as children exit and mark them off the 'Bus List for Pre Schools' to ensure all children have arrived safely
- If a child on the 'Bus List for Pre Schools' has not exited the bus the educator will communicate with the Bus driver and check the 'Bus **Information List**' carried by the driver to ensure they were not put on the bus that day

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- If any children ticked on the 'Bus **Information** List' have not gotten off the bus the Educator will ask the bus driver to walk the length of the bus to determine the whereabouts of any children ticked on and unaccounted for;
 - If a child who was ticked **onto** the bus is unaccounted for, the bus driver will call the School Bus Coordinator and follow emergency procedures;
 - Educators will walk into Pre School with any other bus children;
 - **They will then notify other educators at the Pre School, Parents and Manager Community Services and Development** of the situation immediately;
 - The Educator will then work with the bus driver and Coordinating School to determine the whereabouts of unaccounted child including calling 000 to notify police;
 - Parents will be updated immediately upon verification of whereabouts;
 - Educators will complete all relevant reports required and notify Department of Education & Training Quality Assessment Rating team.
- Educator will sign the 'Bus List for Pre Schools' to acknowledge that children have been collected
 - Educators accompany and supervise children to ensure a safe walk into the service and then sign in all children collected off the bus onto the attendance sheet
 - For children who were listed on the 'Bus **List for** Pre Schools' but weren't present or ticked onto bus, educators will immediately contact parents to confirm that their child will be absent once back inside the Pre School
 - If it is confirmed that the child will be absent by parents the educator will mark them accordingly on the attendance sheet and 'Bus List for Pre Schools'
 - If both parents are un-contactable a phone message will be left and another call made 15 minutes later, if both parent/guardians are still unavailable another message will be left. If no contact is made an attempt to ring the next emergency contact should be made before contacting the Manager Community Services and Development 0427680253 for advice.

ASSOCIATED DOCUMENTS

- Yarriambiack Shire Council – Acceptance and Refusal of Authorisations Policy
- Yarriambiack Shire Council - Delivery and Collection of Children Procedure
- Yarriambiack Shire Council - Notification of child traveling by bus to Pre Schools form
- Yarriambiack Shire Council - Agreement for transporting children by bus to Pre Schools form
- Yarriambiack Shire Council - Bus list for Pre Schools form

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Early years Staff only - Not to be distributed to families

I understand and acknowledge the contents of the Yarriambiack Shire Council – Pre Schools 'Bus Procedure' and agree that I will follow the principles and processes in this document.

Name(please print).....

Signature.....

Date:

Please return this page only to the Human Resource Officer at Yarriambiack Shire Council for filing.

AGREEMENT

This agreement is between Yarriambiack Shire Council, Coordinating Schools and External School Bus Companies who transport children to Pre Schools.

CONDITIONS

The Coordinating School and External School Bus Companies will follow their own policies and procedures including those as outlined and developed in conjunction with the 'Department of Education & Training School Bus Program Policy and Procedures', (November 2013) and 'School Bus Program Emergency Management, Operational Guidelines' (February 2014) including:

- Ensuring all bus drivers employed to transport children to Yarriambiack Shire Council Pre Schools will hold a current Working with Children Check and Police Check.
- Providing bus drivers with a 'Bus Information List' outlining children's names, travel requirements and emergency contact details to be completed by bus driver as children get on bus
- Notifying the Pre School of any changes to this list as soon as they are aware of them
- Notifying the Pre School of any changes to bus access including when a bus won't be running on a particular day due to a pupil free day
- Notifying the Pre School of scheduled arrival time
- The bus driver ensuring the door of the bus is not opened until the educator is waiting at the door
- The bus driver ensuring all children exit the school bus at the correct location
- If a child on the service's list does not get off the bus, the bus driver will walk the length of the school bus to confirm that the child is not present whilst at the service
- The bus driver walking the length of the school bus to ensure there are no children remaining on the bus at the end of the trip
- In the event of a breakdown, accident or emergency the bus driver will follow procedures as outlined in

'Department of Education & Training - School Bus Program Emergency Management Operational Guidelines' (February 2014).

- As outlined they will phone the coordinating school to inform them of the situation
- The coordinating school will then phone the Pre School to inform them

Yarriambiack Shire Council and associated Pre Schools will in turn follow their own policies and procedures including:

- Ensuring there is an educator waiting for the school bus to arrive at scheduled arrival time
- Ensuring educators communicate with bus drivers to determine there are no children remaining on the school bus this includes checking the 'Bus Information List' carried by the driver
- Educators contacting families immediately to confirm that their child is absent if they do not arrive on the bus

Coordinating School Representative
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Signature</p>
<p>Date _____</p>

Coordinating School Representative
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Signature</p>
<p>Date _____</p>

Coordinating School Representative
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Signature</p>
<p>Date _____</p>

Pre School Name.....

Day.....

Date.....

Child's Name	Name of bus child arrives on (Eg: Hopetoun West , Warracknabeal, Rupanyup)	Child arrived and collected from bus (please initial)		Name of parent of any child not on bus contacted	Time parent contacted	Additional Comments (eg: parent phoned child absent or not getting bus)
		Yes	No			

Notification of child traveling by bus to Pre Schools form

This notification form is used by Yarriambiack Shire Council Pre School when a child is being transported to the Pre School by school bus.

I _____ advise that my child _____
(Parent) (Child's Name)

will travel on the _____ (school bus name)

from _____ to _____
School or Home Address) (Pre School)

On the following days: Monday Tuesday Wednesday Thursday Friday

In allowing my child to travel by bus I acknowledge and agree to the following:

- To obtain permission from the Coordinating School to travel on the bus
- To phone the Pre School if my child will be absent or not using bus transportation on a particular day
- To send my child's medication with them every day they attend the service if my child is suffering from a medical condition requiring a **'Medication Management Plan'**
- That if my child arrives at the Pre School without their medication I will receive a phone call immediately requesting collection of my child or to provide medication immediately
- To notify the Pre School if my child will no longer be travelling by bus

(Parent Signature)

(Date)

- *Please Note: PERMISSION to travel on the school bus to the Pre School is obtained from the Coordinating School. As per the 'Department of Education & Training School Bus Program Policy and Procedures' that coordinating schools and bus drivers must follow, children must be a minimum of 4 years of age to travel by bus.*

FOR OFFICE USE ONLY

The above mentioned child has been included on the 'Bus List for Pre School 'document.

Signed _____ Date _____

Name _____ Pre School _____
(Please Print) (Please Print)

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SCOPE

This section is to provide clear guidelines on the procedure for departure of children and roles of staff

to ensure all children depart for home safely.

PROCEDURES FOR THE DEPARTURE OF CHILDREN.

- At the end of the session all children who are travelling home from Preschool by bus will be assembled at the door by the Educator who signed children in when they arrived;
- The Educator will then check the bus list and ensure all children are present and ready to travel home;
- The children and Educator will then walk to the bus loading zone designated and wait with children until their bus arrives;
- Once the bus arrives the Educator will confirm with driver they are traveling on his / her bus and assist children to get on the bus;
- After all children have departed the Educator will tick off the list to confirm all children have been accounted for and return the list to the Person in charge of Preschool on that day;
- Any child who has been left behind or for whom a bus has not arrived should be taken inside and their parent contacted.

ASSOCIATED DOCUMENTS

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Risk assessment template – Transporting children (*other than as part of an excursion*)

Children are sometimes transported by, or on transport arranged by, children’s education and care services. For example, this might include transport to and from the service premises or other location and a child’s home.

Service providers, nominated supervisors and educators need to take specific steps to ensure the health, safety and wellbeing of children.

Under the Education and Care Services National Regulations (r 102B), a transport risk assessment must be conducted before an education and care service transports a child / children (*other than as part of an excursion**).

ACECQA has prepared this template to assist service providers, nominated supervisors and family day care educators in undertaking risk assessments before transporting children, which services may wish to incorporate within their own risk assessment material.

Note: A risk assessment is only required to be completed at least once for a 12 month period if it is ‘*regular transportation***’.

* *Regulation 101 includes the minimum risk assessment considerations for excursions by approved providers, nominated supervisors and family day care educators. This includes specific considerations when an excursion involves transporting children. **A separate template** to assist service providers, nominated supervisors and family day care educators in undertaking risk assessments before an excursion can be found [here](#).*

** *Regular transportation is transport by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same each time the child is transported. [An example of a change in circumstances that are substantially different might be when the means of transport or the transportation route or destination(s) have altered or the provider of the transportation service has changed.]*

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Service name	
Activity E.g. collecting children from school or home	
Start date	End date
Pick-up location and destination(s) Include each location travelled to or from ¹	
Estimated time of travel between the different locations E.g. Departing the service, arriving at children's homes or schools and arrival at the service	
Proposed route You can include an image of the route sourced online ¹	
Means of transport Eg: public bus, private bus, coach, private car, taxi, tram	

¹ Note: Consider matters such as privacy and family violence situations, and decide how much detail should be recorded. It is likely not appropriate nor necessary to include street addresses for children's homes in the risk assessment document, however street addresses for services and schools are more likely to be included. In some circumstances, a much more generic description of a pickup location within the risk assessment will be the only appropriate option, as opposed to a child's street address.

Requirements for seatbelts or safety restraints in your state or territory have been met	Yes / No Comment:
Number and full names of each adult involved in the transportation of children	
The number of educators / responsible adults, appropriate to provide <i>supervision</i> and whether any adults with specialised skills are required E.g. for children's individual needs	
The number of children being transported	
Any water hazards on proposed route travelled and at each stop? E.g. Bridge, causeway, risk of flooding, beach, lake, dam	Yes / No Comment:
Describe the process for entering and exiting the service premises and the pick-up location or destination (as required); (include how each child is accounted for)	
Describe the procedures for embarking and disembarking the vehicle; (include how each child is accounted for in embarking and disembarking)	

Transport checklist – items to be readily available when transporting children (please tick)	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in transportation
<input type="checkbox"/> List of children involved	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list

Use the table below to identify and assess risks to the safety, health or wellbeing of children being transported, and specify how these risks will be managed and minimised [regulation 102C(1)].

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Risk Matrix					
Likelihood					
Consequence					
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High

Plan and Review		
Plan prepared by:	Full name: Signature: Role/Position:	Date:
Prepared in consultation with:	Full name: Signature: Role/position:	
Communicated to all relevant staff:	Yes / No Comment if needed:	
Vehicle safety information reviewed and attached	Yes / No Comment if needed:	
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken each time the service transports, or arranges, the transport of children (other than as part of an excursion). If the transport is for ' <i>regular transportation</i> '*, a risk assessment must be undertaken <i>at least</i> annually.		

Excursion Risk Management Plan

Service Name:		
Excursion details		
Date(s) of excursion: Date	Water hazards? Yes/No If yes, detail in risk assessment below.	Excursion destination:
Is this a regular outing? <i>A regular outing means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program or where the circumstances relevant to the risk assessment are substantially the same.</i>	Yes / No	
Departure and arrival times	We will be departing the Kindergarten <ul style="list-style-type: none"> • Time: Arriving at: <ul style="list-style-type: none"> • Time: We will be departing: <ul style="list-style-type: none"> • Time We will be arriving back at the Kindergarten <ul style="list-style-type: none"> • Time 	

Proposed activities	We plan for the children: We are going to participate in this excursion because/to:		
Method of transport, including proposed route. Please attach map below.			
<ul style="list-style-type: none"> Any requirements for seatbelts or safety restraints 			
<ul style="list-style-type: none"> Process for entering and exiting the education and care service premises and the pick up location or destination 			
<ul style="list-style-type: none"> Procedures for embarking and disembarking 			
<ul style="list-style-type: none"> How will each child be accounted for 			
Name of excursion Co-ordinator			
Contact number of excursion co-ordinator			
Number of children attending excursion		Number of educators/parents/volunteers	
Full names of each adult involved in the excursion. E.g. service staff, family members, volunteers			

Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	Ratio of 1 ADULT to every 11 CHILDREN applies. Best Practise 1:4
Excursion Checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

Plan prepared by	
Prepared in consultation with:	
Communicated to:	Gavin Blinman
Venue and safety information reviewed and attached	Yes / No Comment if needed:
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

Please email completed form to Glenda Hewitt, Yarriambiack Shire Council Early Years Coordinator
 email: ghewitt@yarriambiack.vic.gov.au

Map of Excursion Route: