

HEALTH & SAFETY - MOTOR VEHICLE / TRANSPORTING CHILDREN

POLICY

In Family Day Care, it may be necessary for Educators to transport children to and from venues such as school, kinder or parks and playgroups. It is essential that this be done in a safe manner and in a safe vehicle. A risk assessment must be completed for all excursions; routine excursion assessments must be reviewed at least annually, and parents must sign a permission form – annually for routine excursions and individually for non-routine ones.

PROCEDURE

1. A Educator's motor vehicle used for the transport of children must be fitted with approved child restraints, with each restraint properly secured according to the instructions.
2. Each child transported in the motor vehicle must use an approved, properly fitted restraint appropriate to their age/weight. Lap sashes may only be used with an approved harness attachment.
3. Children must be able to see over the front dashboard (with or without booster seat) to be able to travel in the front seat.
4. Children may only be transported in the front passenger seat when the rear passenger seats are occupied by other children.
5. Educators transporting children must have a current Victorian Drivers Licence.
6. The vehicle must be registered and maintained to roadworthy standard.
7. Before taking children on a non-routine outing, the Carer must inform the families and complete the Excursion Form for each child.
8. The vehicle must contain a first aid kit (see First Aid section) and a list of emergency telephone numbers must be carried whilst on outings.
9. Children must never be left unattended in a car or motor vehicle of any kind.
10. It is expected that motor vehicles will be driven and parked with caution around a Educator's home, and when travelling to and from the home.
11. All vehicles on the property which children can access are to be locked when not in use.
12. Where an Educator does not own a motor vehicle and is reliant on public transport, including buses and taxis, this must be made clear to the prospective parent prior to confirmation of the application for care so that the parent may sign an agreement form in the full knowledge that permission for outings and excursions will be based on the use of public transport.
13. When using public transport, the Educator must ensure the safety of the children when boarding and alighting from the vehicle. Carers must also ensure crowds do not overwhelm the children.
14. All restraints should be in good condition, with no sign of cracks, fraying of straps, breaks in buckle assembly or unravelling stitches and be within the use-by date. The purchase of second-hand car seats and capsules is not allowed, except if it is from a known source who can give assurance that it has not previously been in an accident.

Source: Mt Alexander FDC Handbook
National Law, Regulations and Standards (ACECQA 2011)
Kidsafe Guidelines
Advice from Vic Roads

Reviewed September 2005 / June 2006 / November 2008 / July 2009, July 2012