

TRAVELLING POLICY - TRANSPORT

This policy covers children travelling by foot or bus to and from school and on excursions out of the centre. A high standard of behaviour is expected to ensure the safety of children and staff while travelling.

IMPLEMENTATION

All children must have a raincoat or umbrella to go to and from school. This should always be in their bag as weather is unpredictable.

Considerations: Source

National standards 2.13.1

Voluntary code of practice.

RTA website

Passenger transport act 1990

WET WEATHER

All children follow normal routines wet weather collection points for each school should be taught to children at the beginning of each term if different.

St Anns Staff pick up children from library.

St Mathas Teachers will bring to bus from under covered area

Homebush Under covered infant's area. Bus to alert staff by horn on arrival.

South Strathfield Under cover area demountable classes staff/teachers supervise

Homebush West Teachers supervise in undercover area staff pick up from there.

PROCEDURE:

On Foot:

- Children should come straight from classes to the Hoosh staff member on duty at designated collection points or to teachers.
- All Children should be aware of where they are picked up in both wet weather and fine weather.
- Each school has an area for both conditions.
- Children must wait quietly while the attendance roll is being marked.
- Staff to mark children off roll and check with Hoosh office or school office if child is absent.
- Children should quickly and quietly form two lines and proceed with staff to the centre.
- No child is allowed to go into any shop. Children are not permitted to get other children to buy items for them from the shops.
- No child should break the line by walking too fast or slow and all children will adhere to the staff members' directions.
- No road is to be crossed before a staff member gives instructions.
- No balls or other games may be played while walking to the centre.

IN THE BUS:

Afternoon / Morning/ Excursions

All HOOSH staff are to communicate with the driver when entering the bus eg we will be going to Homebush West School I will get off the bus to see children in and return then proceed to Homebush school.

Staff should observe behaviour of driver. If any concerns do not proceed to school. Inform director or person in charge. Bus Company should be phoned immediately and alternate transport must be found.

Children safety is always the number one priority

- Children should come straight from classes to the Hoosh staff member on duty. At designated collection points or to teachers.
- All Children should be aware of where they are picked up in both wet weather and fine weather.
- Each school has an area for both conditions.
- Children must wait quietly while the attendance roll is being marked.
- Staff to mark children off roll and check with HOOSH office by phone or on return.
- Children should quickly and quietly form two lines and proceed with staff to the bus.
- Children must get on in an orderly fashion where possible filling the back of the bus first.
- All children must wear seatbelts at all times if these are on the bus.
- This seatbelt is not to be undone until staff instructs children to do so.
- Children may only get on and off the bus with staff permission in an orderly way.
- Staff primary concern should be the children if they feel the bus is not roadworthy etc the bus should be stopped and director informed immediately.
- In case of accident procedures for breakdown should be followed.
- The committee should be informed on any concerns to do with the bus company the director will liaise with Bus Company and committee.

BUS RULES

- Children must not put their hands or heads or any part of their body out of the windows.
- Children must not throw anything out of the window.
- Bags are to be stored at the child's feet (not on their backs).
- There will be no eating on the bus.
- There must be no excessive noise to distract the driver.
- No child must touch communications radio unless there is an emergency

MORNINGS STAFF

- On entering bus children will be counted and recorded if necessary.
- Drop off at schools is determined by rosters.
- Staff must count off all children when getting off bus
- Staff must proceed to check all buses on completion of journey.
- At this time it is a good idea to check for left items.

If staffs have any behaviour problems either on foot or in the bus they are to be reported to the Director immediately upon arrival at the centre.

The above rules are for the safety of the children. It is important that the children and parents are aware of these rules. Once per term, these rules will be read to the children by the staff of the centre. Parents are to be made aware of them by newsletter, a copy is to be placed on the notice board and given to any new enrolments.

VEHICLES

HOOSH buses were replaced by Select coaches in January 06 and as such have a certificate of Accreditation. This ensures drivers and buses are of the highest standard. As part of the agreement buses are to be kept clean at all times. This company is an accredited company and accreditation is kept on office wall. Staff and children should report any safety / cleanliness issues to the director immediately. All drivers must have bus licence and the director can ask to see these at anytime. It is the driver's responsibility to make sure the bus has the appropriate number of passengers for the vehicle and is not overloaded. It is the staff responsibility to make sure that children's behaviour is acceptable at all times. Children will be spoken to each term and when necessary about bus rules. No food is to be eaten on the bus and staff are to ensure at the end of the journey that no rubbish is left on bus.

HOOSH buses come under bus garaging policy.

BREAKDOWN OF VEHICLES

- If vehicle breaks down while children are in the bus the safety of the children must come first.
- If possible make sure vehicle is in a safe place if the driver believes that this cannot be achieved all children should be counted and escorted to a safe place and staff member should stay with the children at all times.
- Phone the centre to alert them of breakdown
- The Staff at the centre will alert parents if necessary
- Alternate pick up arrangements for the children will be made the centre has purchased an emergency vehicle which is kept at the centre to ensure children are not left in unsafe places.
- Alert other road users of breakdown if possible.
- This is the bus company's responsibility.
- If children can be walked to school safely then this can be done. Staff should ensure they have a 1 to 15 staff ratio before walking the driver can be included in this ratio for emergencies only.
- If it is not possible to walk children stay in a safe proximity to the bus and pick up will be arranged.

ACCIDENT

In the case of an accident all the above rules must be observed also

- Check to see if any children or staff is hurt, conduct first aid and phone for an ambulance if necessary.
- Comfort and calm children
- Ensure children are safe at all times
- Take required details of other driver involved name, contact, registration, drivers licence, insurer and any damage made to either vehicle. This should be done by driver.
- Phone centre to organise another vehicle.
- Make accident report immediately you return to the centre.
- This should be a full statement of what has happened. Forms will be available in the office.
- Make sure parents are aware of what has happened verbally or by way of notice.

Where possible a mobile phone should always be carried. Calls made for emergencies should be reimbursed by the centre.

The centre director will inform all parents of the incident and make sure appropriate accident procedures are taken.

Reviewed	20/09/08	website
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Passed	signed	Tina Keane
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