

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.]*

Service name	
Activity	Transportation between Peregian Beach College (41 Old Emu Mountain Rd, Peregian Beach QLD 4573) and Peregian Springs Primary School (191 The Avenue, Peregian Beach QLD 4573)
Start date	Daily (Monday-Friday), Before and After School transport of children to and from school
Pick-up location and destination(s) Include each location travelled to or from E.g. each child's home address or each school	BSC: Pick up from Peregian Beach College to Peregian Springs Primary school ASC: Collection from Peregian Springs Primary school to Peregian Beach College
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	15 minutes
Proposed route You can include an image of the route sourced online	See Appendix A – Morning Route See Appendix B – Afternoon Route
Means of transport	BSC: Peregian Beach College school bus ASC: CDC Bus
Requirements for seatbelts or safety restraints in your state or territory have been met	All buses used have seat belts fitted
Number and full names of each adult involved in the transportation of children	See Weekly Transport Log – sample at Appendix C
The number of educators/responsible adults, appropriate to provide <i>supervision</i> and whether any adults with specialised skills are required	Ratio is 1 to 15. Ratio is higher when needed due to children's needs

The number of children being transported	Range from 10 to 50
Any water hazards on proposed route travelled and at each stop? E.g. Bridge, causeway, risk of flooding, beach, lake, dam	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)	See Appendix D – Morning Bus Procedure See Appendix E – Afternoon Bus Procedure
Describe the procedures for embarking and disembarking the vehicle; (include how each child is accounted for in embarking and disembarking)	See Appendix D – Morning Bus Procedure See Appendix E – Afternoon Bus Procedure
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
Children walking to and from transport	Child getting lost on school grounds	Low	Families informed of meeting area location. Parents offered to do a practice meet.	Coordinator	As required
			School provided with weekly attendance list.	Coordinator	Weekly
	Children boarding incorrect bus in bus zone	High	School staff know the meeting location.	School staff	Daily
			Educator/s (in uniform) wait in the meeting area.	Educators	
			Educators to always be aware of their surroundings.	Educators	
	Children being hit by a vehicle in school drop zone	High	Children marked on roll on arrival.	Educators	Daily
Small groups ushered by educator/s from meeting area to bus – set path followed.					
		Children marked on roll when boarding the bus.			
		Children double counted on the vehicle and agreed to roll prior to departure.			
		Educators to be always aware of their surroundings.			
		Only walk orderly on pathways.			
		Embark/disembark only when vehicle parked in bus zone			

Boarding the bus	Tripping on steps	Moderate	Educator at bus door. Children assisted when needed.	Educators	Daily
	Injury from automatic doors	Moderate	Door only to be closed after all children and final educator have boarded the vehicle.	Educators/Driver	Daily
Children waiting on the bus	Injury/incident due to misbehaviour	Moderate	Children supervised by educators at all times. Seating allocations used where necessary.	Educators	Daily
	Children falling out of seats	Moderate	Seatbelts to be worn by students once seated and checked by educators before departure.	Educators	Daily
Disembarking the bus	Tripping on steps	Moderate	Educator at bus door. Children assisted when needed.	Educators	Daily
	Injury from automatic doors	Moderate	Students informed that educator disembarks first. Educator to marshal the bus entry until vehicle is parked and door is opened by driver.	Educators/Driver	Daily
	Child left on bus	High	Roll is marked as students leave the bus and a head count done once all students have disembarked. An educator remains on the bus until all students have disembarked. Educator performs thorough search of vehicle. Driver also searches the bus for any children left behind.	Educators /Driver	Daily

Travelling on main roads between locations	Children misbehaving causing injury or distraction	Moderate	Educators to be vigilant in supervising children, keeping noise to a minimum and behaviours controlled. Seating allocations considered where necessary to manage behaviours prior to departure.	Educators	Daily
	Adverse weather conditions	High	Check weather forecast and road conditions prior to travel. Consider alternate routes or remain in a safe area until safe to begin/resume travel.	Educators/Driver	Daily
	Unexpected road hazard (eg. roadworks, obstacle/damage, accident)	High	Consider alternative routes. Drivers trained in incident management. Mobile phone available for staff to contact service/parents.	Driver/Supervisor	As required
	Breakdown/Accident	Moderate High	Drivers trained in incident management. Where possible remain in the vehicle unless there is a safety issue. If unsafe, send an educator from the bus to locate a safe place for children to stay there until safe to re-enter the vehicle, or other arrangements are made. Keep in contact with service/parents. All staff first aid qualified.	Driver/Educators	As required

Transporting children with medical needs	Child has a medical emergency	High	All staff informed of children with medical issues upon enrolment or as necessary. A risk minimisation plan is prepared for each child with a known medical need and carried daily with roll. All children's medical contact numbers and medical supplies are carried on the bus. All staff first aid qualified.	Coordinator/Educators	Upon enrolment/As required Plans prepared and reviewed as required. Daily
Transporting children with support needs	Child presents challenging behaviour	Moderate	All staff informed of children with support needs upon enrolment or as necessary. Support staff allocated where necessary.	Coordinator/Educators	Upon enrolment/As required Weekly
Vehicle maintenance	Unsafe or non-compliant vehicle in use	High	Vehicles used for student transport are provided by accredited operators. All vehicles used are fitted with seatbelts. Operators must comply with stringent TMR requirements regarding policies, procedures, driver authorisations and training, daily pre-trip inspections, log books, incident management plans, maintenance and independent inspections. Accredited operators are obligated to hold current safety certificates for all vehicles deployed. A copy of certificates are held by the service, or are able to be obtained from operator.	Bus Operator Coordinator	Ongoing

Driver responsibilities/duties	<p>Unlicensed or unsuitably licensed drivers</p> <p>Lack of driver training</p> <p>Non-compliance with procedures</p> <p>Poor driving record</p>	High	<p>Accredited operators supply drivers with the vehicles used for student transport. Operators must comply with stringent TMR requirements regarding policies, procedures, driver authorisations and training, daily checks, logbooks, maintenance, incident management plans and independent inspections.</p> <p>Only suitably licensed and trained drivers are employed to drive buses.</p> <p>Drivers must obey all road rules and comply with TMR requirements.</p>	Bus Operator/Driver/Coordinator	At all times
Staff falling ill or injured	<p>Reduced supervision</p> <p>Medical treatment required</p>	<p>Moderate</p> <p>Moderate</p>	<p>OSHC Educator's Code of Conduct provided to staff – must be 'fit' for duty</p> <p>Roster usually prepared on a ratio of 1:12 rather than 1:15</p> <p>All staff first aid qualified. Staff medical contacts on file. Call for assistance where necessary.</p>	Educators	<p>During induction</p> <p>As required</p>
Driver falling ill or injured	<p>Unfit for duty/restricted travel ability</p> <p>Accident during transit</p>	<p>Moderate</p> <p>Catastrophic</p>	<p>Alternate drivers available from bus operator.</p> <p>All drivers hold current driver authorisation which includes a medical assessment.</p> <p>All passengers must wear seatbelts while travelling.</p>	Driver/Bus operator	As required

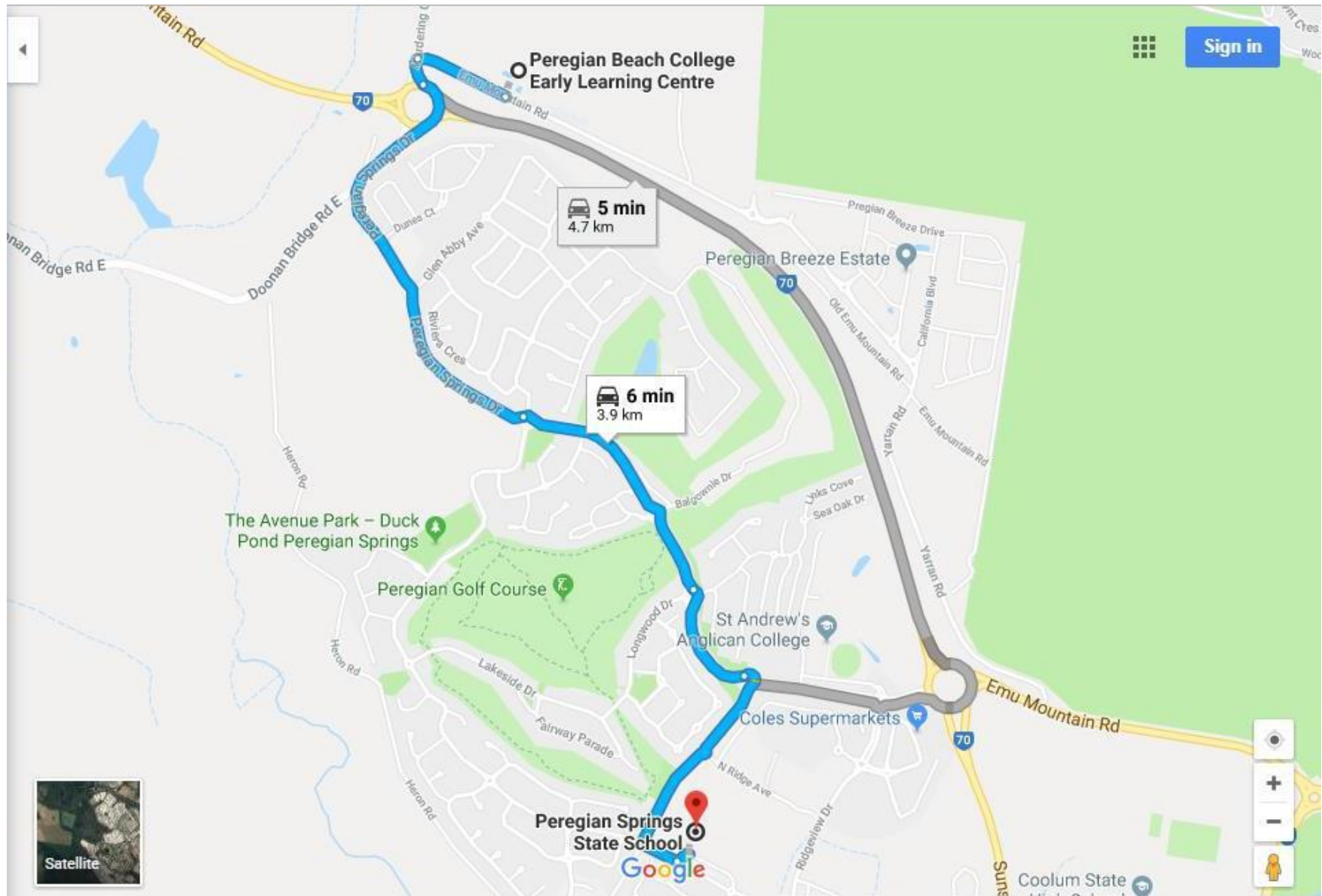
Risk Matrix

		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

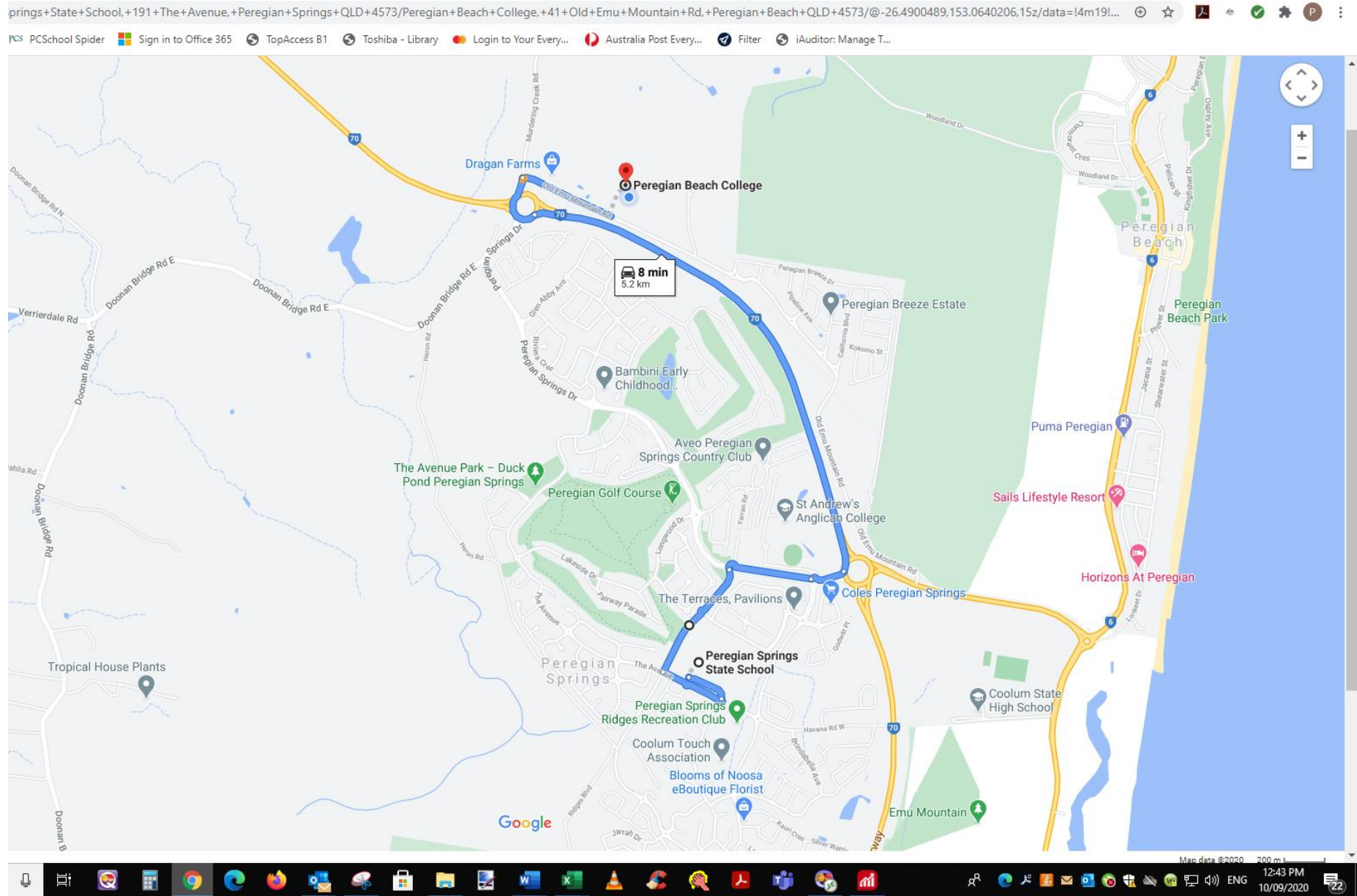
Plan and Review

<p>Plan prepared by:</p>	<p>Full name: Leisa Leathers Signature: Role/Position: Coordinator</p>	<p>Date: 17/03/21</p>
<p>Prepared in consultation with:</p>	<p>Full name: Michelle Baker Signature: Role/position: Business Manager</p>	
<p>Communicated to all relevant staff:</p>	<p>Yes / No Comment if needed: Transport Induction & Training completed and documented with all staff</p>	
<p>Vehicle safety information reviewed and attached</p>	<p>Yes / No Comment if needed: Can be provided upon request from bus operators</p>	
<p>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.</p>	<p>No later than March 2022</p>	

APPENDIX A - MORNING ROUTE



APPENDIX B – AFTERNOON ROUTE



APPENDIX C – WEEKLY TRANSPORT LOG

WEEKLY TRANSPORT LOG					
MORNING	Mon	Tues	Wed	Thur	Fri
PBC bus					
Driver name					
Departure time (PBC)					
Arrival time (PSSS)					
Roles:					
Transport supervisor					
Prep leader					
Usher					
Head count					
Rolls cross referenced (if 2 vehicles)					
AFTERNOON	Mon	Tues	Wed	Thur	Fri
CDC bus					
Driver name					
Departure time (PSSS)					
Arrival time (PBC)					
Roles:					
Transport Supervisor					
Meeting Point/Vehicle Checker					
Prep leader/Room attendant					
Usher Counter					
Usher					
Headcount					
NOTES:					



MORNING BUS PROCEDURE

1. Weekly Transport Log to be completed each morning to allocate roles to staff.
2. On the days where more than 24 students require transport from before school care, two transport rolls must be printed (one for each bus).
3. In these instances, the Transport Supervisor selects up to 10 students from Year 2-6 and highlights their names of the roll by 8am. (Note: No Prep or Year 1 children can travel 12-seater bus due to age/child restraint requirements).
4. At 8:05am all children are brought into the service building.
5. The Transport Supervisor calls the names of the Peregrine Springs State School (PSSS) children who will be travelling on the 27-seater bus first. They are sighted and marked on the paper roll.
6. Once a child's name is called, they can walk outside to collect their bag and stand in a line in front of the Prep Leader.
7. The Supervisor conducts a headcount of the children lined up with the Prep Leader for transport on the 27 seater bus. This must correspond with expected numbers on the paper roll.
8. If there are more than 24 students needing transport, the roll for both the 27 seater and 12 seater must be cross referenced to ensure all children are accounted for and on the correct roll before any vehicle departure.
9. The Supervisor leads the children to the bus zone via the boardwalk outside the Early Learning Centre, following the path. The Prep Leader must walk at the back of the group.
10. Upon completion of the 27 seater roll, the PBC children names are called and marked off the roll by the Usher. They can leave the service and head to their classrooms at 8.15am. (Note: a PBC teacher aid will collect the Preps from the service).

11. Then the 12 seater roll is called. Once a child's name is called, they can walk with the Usher to collect their bag.
12. The Usher leads the children to the bus zone via the boardwalk outside the Early Learning Centre, following the path.
13. All children being transported must be sighted the Supervisor (or Usher on the 12 seater) and marked on the paper roll once seated.
14. Supervisor (or Usher on the 12 seater) visually checks that all children have their seatbelts on before departure.
15. The Driver is given the OK to depart once student numbers are agreed to the roll.
16. Weekly Transport Log to be updated with the Driver name, departure time and headcount.
17. On arrival at PSSS, the Usher must exit the vehicle first and position themselves near the bus but in the line of sight of the school gate.
18. Supervisor must stand inside the bus door and sign each child in Year 1-6 out on the paper roll as they disembark the bus. The Usher will observe each child entering the school gate.
19. Prep children disembark last. As each child's name is called, the child may disembark and stand with the Usher outside the bus. Once all Preps have exited the vehicle, the Supervisor thoroughly checks the bus to ensure no student is left behind, then joins the Usher to walk the group to their classrooms.
20. Supervisor to update the Weekly Transport Log with the arrival time, and sign all students out on the electronic Kiosk using the iPhone once back to the bus.



AFTERNOON BUS PROCEDURE

1. Educators arrive to the service and review the Weekly Transport Log and bus rolls (main roll, prep roll, meeting point roll) for the afternoon session.
2. Educator roles are allocated on the Weekly Transport Log. Walkie talkies are given to educators allocated to following roles: Meeting Point/Vehicle Checker, Usher and Prep Leader. The mobile phone must be with the Meeting Point/Vehicle Checker.
3. At 2:30pm educator/s board the CDC vehicle in the PBC Bus Zone and depart for Peregian Springs State School (PSSS). If there are any delays on the arrival of bus #5804, contact CDC Head Office on 5476 6622.
4. On arrival at PSSS each educator must move to their location based on their role (eg. Supervisor at the bus door).
5. Prep Leader is to take the Prep roll and proceed to collect Prep students directly from classrooms. Each child is marked on the Prep roll as they are collected.
6. Prep children are taken directly to board the bus using the Prep train to manoeuvre through the school (each child lines up behind the other and holds the bag in front, all children to carry their bag on their back).
7. Prep children are sighted by the Transport Supervisor and marked on the roll as they board the bus.
8. The Prep Leader sits on the bus with these children and the Transport Supervisor stays at the bus entry.
9. Other Educators meet the remaining students in the PSSS meeting area. The Meeting Point/Vehicle Checker marks the students on the meeting point roll as they arrive.
10. Ushers take small groups of children (5) from the meeting point to the bus where they are sighted and marked on the roll by the Transport Supervisor. This process continues until all children have boarded the bus.

(Note: Usher Counter is to make sure ratios in each area are correct and relocate to the bus when necessary)

11. If a child does not present to the meeting area (or is not at their Prep classroom), staff will check in with the Peregrian Kids office for any late parent messages, and/or visit school office to check absences.

If still unexplained, staff call parent/guardians/emergency contacts listed and if no response after 10 minutes, Police (000) are contacted.

12. Once the entire group is on the bus, seat belts are checked by staff and a head count conducted by the Usher Counter and the Meeting Point/Vehicle Checker. The head count must agree to the roll total prior to departure.
13. The Supervisor must sit at the front of the vehicle and the Meeting Point/Vehicle Checker at the rear. The remaining Educators can sit amongst the group.
14. The Driver is given final student numbers and the OK to leave PSSS by the Supervisor.
15. Transport Supervisor updates Weekly Transport Log with Driver name, departure time and head count.
16. Children are signed into the electronic kiosk by the Meeting Point/Vehicle Checker using the iPhone as the bus enters the roundabout to Murdering Creek road.
17. The Supervisor and Usher Counter must exit the bus first and stand at the bus door.
18. Meeting Point/Vehicle Checker to remain on the bus until all students disembark and thoroughly inspect the vehicle.
19. The Prep Leader must exit the vehicle and position themselves near the rock wall, ensuring they are in the line of sight of the bus, boardwalk and pathways.
20. The Usher Counter counts the students as they disembark the vehicle, and the Supervisor marks each child's name on the roll as they are sighted.
21. Children are directed to wait with Educators on the main boardwalk.
22. Supervisor then performs another roll call to ensure all students have disembarked the bus. As their name is called, they can take their bags to the bag rack and enter the service rooms.

(In the event of wet weather, students are sent to line up under the building 1 awning rather than wait on the boardwalk for a roll call)
23. All Educators to monitor student movements between the vehicle and the building.