

Country Bus Arrival Procedures - Kindergarten

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

- Each Pre School MUST complete a 'Bus List for Pre Schools form' with names of all children utilizing school buses to the service and the days that they will be travelling on the bus - Appendix 1
- Each Preschool MUST also complete the Risk Assessment Template – Appendix 6. Must be stored with Bus List for Preschools form.
- 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.
- 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:

The educator will communicate with the Bus driver and check the 'Bus List for Preschools' carried by the driver to ensure they were not put on the bus that day

- 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 5 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** on **0427 680 253** for advice.

What to do if a child who is expected (ticked onto bus) to arrive on the 'Bus List for Pre Schools Information List' fails to exit the bus:

- If a child on the 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
 - 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
 - **Educators will then notify other educators at the Pre School, Parents and Manager Community Services and Development on 0427 680 253** of the situation immediately,
 - The Educator will then work with the bus driver and Coordinating School to determine whereabouts of unaccounted for child including calling 000 to notify police
 - Parents will be updated immediately upon verification of whereabouts of child
 - Educators will complete all relevant reports required and notify Department of Education & Training Quality Assessment Rating team.
(Serious Incident Report- ACECQA website)

Appendix 1 - Bus List for Pre Schools

Appendix 2 - Procedures for Transporting Children by Bus to Pre Schools

Appendix 3 - Notification Form for Transport

Appendix 4 - Early Years Staff Agreement Form

Appendix 5 - Country / Town Bus Phone Tree Procedures

Appendix 6 – Risk Assessment Template

Appendix 2
PROCEDURES FOR TRANSPORTING CHILDREN BY BUS TO PRE SCHOOL

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's 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 with 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 contact families immediately to confirm that their child is absent if they do not arrive on the bus.

Appendix 3

NOTIFICATION FORM FOR TRANSPORT

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)

Appendix 4**EARLY YEARS STAFF AGREEMENT FORM**

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.

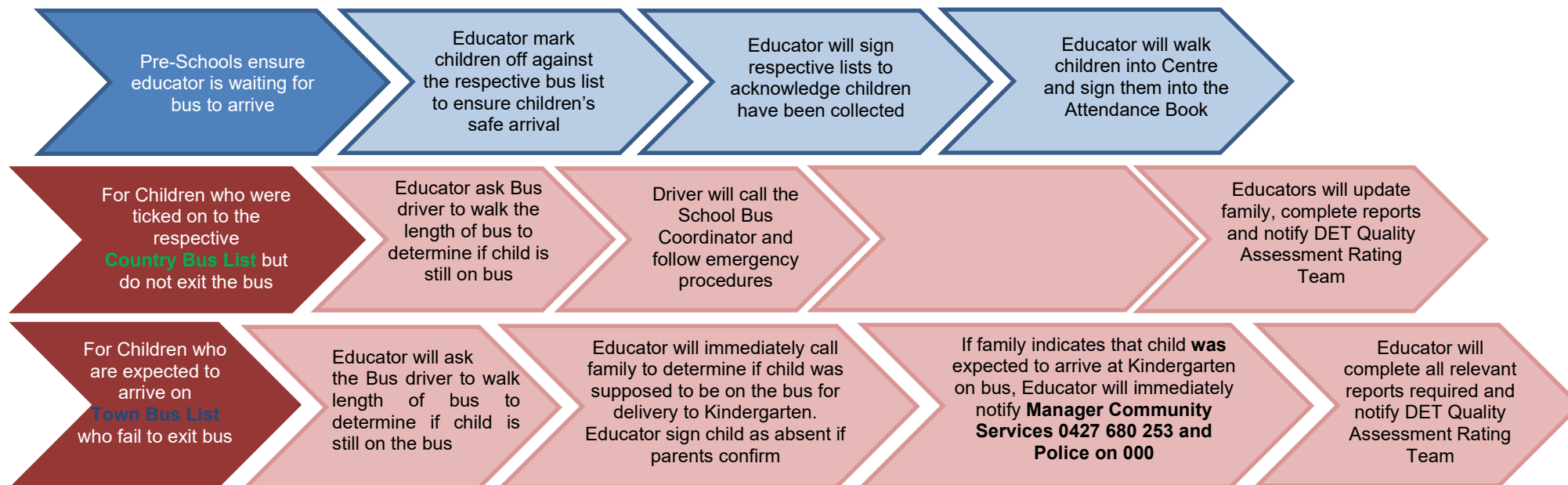
Appendix 5

COUNTRY / TOWN BUS PHONE TREE PROCEDURES

COUNTRY BUS: Complete Bus List for Pre Schools Form- all children travelling on Country Bus will be listed on this form. If bus arrives more than 10 minutes late, the Educator will go back inside the service and contact coordinating school to ascertain whereabouts of bus. **PH: 53 918 433**

TOWN BUS: Every parent/guardian with a child utilising the town school bus to a service is to complete a 'Town bus form each term.

- A copy of the child's 'Town bus form will be kept with pre school bus information list.
- Parents must ensure that the town bus form' is kept up to date and daily changes notified by parents to pre school



Process for calling families to determine if child was expected to arrive on but **NOT** ticked on:

- 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 5 minutes later, if both parent/guardians are still unavailable another message will be left in a further 5 min interval. If no contact is made an attempt to ring the next emergency contact should be made before contacting the Manager Community Development on 0427680253 for advice.

Appendix 6
Risk assessment template – Transporting children (*other than as part of an excursion*)

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 aRisk Assessment Template-Transporting children(other than as part of an excursion)nd arrival at the service	

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.

<p>Proposed route</p> <p>You can include an image of the route sourced online¹</p>	
<p>Means of transport</p> <p>E.g. public bus, private bus, coach, private car, taxi, tram</p>	
<p>Requirements for seatbelts or safety restraints in your state or territory have been met</p>	<p>Yes / No</p> <p>Comment:</p>
<p>Number and full names of each adult involved in the transportation of children</p>	
<p>The number of educators / responsible adults, appropriate to provide <i>supervision</i> and whether any adults with specialised skills are required</p> <p>E.g. for children's individual needs</p>	
<p>The number of children being transported</p>	
<p>Any water hazards on proposed route travelled and at each stop?</p> <p>E.g. Bridge, causeway, risk of flooding, beach, lake, dam</p>	<p>Yes / No</p> <p>Comment:</p>

<p>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)</p>	
<p>Describe the procedures for embarking and disembarking the vehicle; (include how each child is accounted for in embarking and disembarking)</p>	

<p>Transport checklist – items to be readily available when transporting children (please tick)</p>	
<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										
						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		
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.		