

Karcultaby Preschool

Safe Transportation of Preschool Children Bus Policy and Procedure

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided in the 'Sources' section below, as well as information that can be found on the approved provider's website, including (but not limited to):

- Karcultaby Area School Bus Policy
- [Transportation requirements in education and care services](#)
- [Risk assessment template – Safe transportation of children](#)

Summary

We aim to provide a consistent and safe bus service for children and that supports families who require assistance with transporting their children to and from preschool.

To ensure the safety of children and educators, planning and protective measures have been taken. These include:

- daily routine and procedure – staff member present when children embark and disembark on the bus.
- supervision and ensuring meeting educator/child ratio (1:6 where possible)
- risk Assessment – principal to complete risk assessment for each child using a school bus service each year.
- transportation Record
- families are required to supply a booster seat on the bus, which meets the legislated rules and Australian Standards
- written authorisation from a parent/family member (who is on enrolment form) must be given prior to transportation.

Eligibility and consent forms

Preschool children are permitted to travel on department provided school buses subject to the following:

- the child must reside out of the town limits
- individual approval is given by the principal of Karcultaby Area School
- there is available room/seating on the bus
- the bus is not involved in any additional travel
- the child is considered by the principal to be mature enough to travel safely on the bus and without causing difficulties for the driver
- the child is met at the set-down points
- the principal has communicated with the preschool lead-teacher, child, parent/family and bus driver

- the principal has completed a Transportation of Children in Education and Care Service authorisation form and Risk Assessment Template – Safe Transportation of Children and presented both documents to the parent/family
- the parent/family has signed the authorisation form prior to transportation commencement
- the principal has provided a signed copy of the authorisation form and risk assessment to the preschool lead-teacher to file at the service
- permission may be withdrawn if the bus becomes overcrowded with primary and secondary school students eligible for bus travel.

NATIONAL QUALITY STANDARDS: Quality Area 2: Children’s Health and Safety

Standard 2.3.1- Children are adequately supervised at all times

Standard 2.3.2 Reasonable steps are taken to identify and manage risks, and every reasonable precaution is taken to protect children from harm and hazards.

Fire:

If the school is aware of an external fire in the vicinity of the bus routes, the buses will remain at school. Parents will be notified to collect their children from school.

If there is an external fire mid transit, the driver will ensure the safety of the children and return to school as soon as possible.

Buses will not run on catastrophic days.

Bus Ratio:

Due to staffing ratios, one staff member can accompany and collect children from the bus. In the event of an emergency, staff members from Karcultaby Area School will assist staff.

Bus Fire:

- The driver will evacuate the children via the door or emergency evacuation windows
- Use the fire extinguisher if it is safe to do so
- The driver will follow the breakdown procedure.

Grievance Procedure:

If a parent or child has a concern regarding bus routes, drivers or any other bus related inquiry please contact the Principal of Karcultaby Area School.

Sources:

[School Transport Policy](#)

[Safe Transportation of Children Policy](#)

[Safe Transportation of Children Procedure](#)

[Safe Arrivals of Children](#)

Karcultaby Area School and Preschool children, staff and families

Karcultaby Area School Governing Council

Publication date:

Term 2, 2023

Managed by:	Neil Seaman
Endorsed by Governing Council:	2 nd April 2024
Review date/ updates:	Updated 19 th March 2024, based on feedback from Jenny Malloy (Preschool Policy/ Compliance). 13 th May 2025 reviewed by KAS Governing Council 23 rd June 2026 reviewed by KAS Governing Council
Next Review Date:	22 nd June 2027

Karcultaby Preschool Bus Procedure

Morning bus run:

Before the bus arrives at Preschool, the bus driver is responsible for:

- Assessing the condition of roads/weather to determine if a temporary change of routes is required
- Completing a visual safety check of the bus inside and out
- Ensure they have a first aid kit
- Carry their mobile phone/UHF for emergency use
- Collecting children from designated points
- Ensure children's bags and equipment is safely stored
- Ensure all children are seated and restrained in seatbelts (preschool parents provide a booster seat which meets Australian Design Rules).

When the bus arrives at KAS, a nominated educator is responsible for:

- One-two educators go up to wait for buses to arrive
- Assisting children to get off the bus
- Signing in the children on the daily transportation record – time, date and signature
- If only one educator all children wait until all buses have arrived before walking children safely to preschool.
- If two educators, the second educator walks first bus children safely to preschool while nominated educator waits for the remaining buses before walking children safely to preschool.
- Once all children have been escorted from the buses into preschool, the educator signs them into EMS.

Afternoon bus run:

The nominated educator is responsible for:

- Preparing the children for the bus trip- ensuring all belongings are secure in the children's bag
- Ensuring they take the daily transportation record sheet.
- Before leaving Preschool grounds ensure all children are accounted for
- Walking children safely to buses.
- Assist children with getting onto their correct bus (only if driver is present) and ensuring they are in their designated seats and securely restrained in their booster seat.
- Signing out children on the daily transportation record sheet

Once the educator (s) are off the bus and back at Preschool, the bus driver is responsible for:

- Ensuring that every child remains seated and restrained whilst travelling
- Supervising the children
- Ensuring the children are dropped at designated points and that parents/authorised nominees are present to collect children
- When all children have disembarked the bus, the driver must ensure the bus is completely empty by walking back to front and visually checking including underneath seats
- Bus is cleaned
- If no parent/authorised nominee is present – bus driver to contact parents and Karcultaby Area School leadership.

Parent/Guardian Responsibility:

- Every parent/caregiver with a child utilising the department bus service to and from preschool is to complete an Application and Authorisation for Transport form and contact Karcultaby Area School
- Parents/caregivers need to notify the bus driver of any absences
- Parents/caregivers are to notify the Karcultaby Area School front office of any absences or changes to drop off/pick up
- Be on time to catch the bus and collect the children
- Inform Karcultaby Area School front office/preschool of any medical conditions
- Parents ensure their child are in their designated seat and securely restrained in their booster seat.

Emergency Bus Procedure

Bus breakdown or accident- Driver must:

- Stay with the bus and ensure the safety of the children
- Call 000 if necessary
- Contact Karcultaby Area School/Preschool by radio or phone
- Liaise with site leadership who will determine a suitable course of action and contact parents if necessary.