

SAMPLE Safe Transport Checklist

This document is a guide only. It provides a sample of actions that may be included in a service's Safe Transport Checklist. Services should consider their individual context. Roles and responsibilities of approved providers, nominated supervisors, educators, other staff, drivers, volunteers and parents/ carers should be clearly defined and understood. These should align with the service's transport policies, procedures and risk assessments.

Before departing	
<ul style="list-style-type: none"> ● Ensure driver has a current and valid licence appropriate for the vehicle class and is in a fit state to drive. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Ensure at least one educator/staff member transporting children has current first aid, anaphylaxis and emergency asthma management training certification. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Ensure vehicle is registered and insured, in good working order and well-maintained. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Ensure vehicle has properly fitted and adjusted age-appropriate restraints that meet requirements of the NSW Road Rules. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Ensure vehicle contains: <ul style="list-style-type: none"> ○ a fully stocked first aid kit including emergency asthma and anaphylaxis medications ○ a charged mobile phone and/or satellite phone ○ medication, health plans and risk assessments for individual children ○ emergency contact details for children being transported ○ contact details of the service including an emergency contact number ○ emergency response information including <i>Emergency and Incident, Injury, Trauma and Illness</i> policies and procedures ○ <i>Safe Transportation of Children Policy and Procedures</i> ○ <i>Transportation checklist</i> ○ high visibility vest ○ torch ○ supply of drinking water ○ accurate current attendance records for each transport run. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Ensure the service's strategies to minimise risk are in place as detailed in risk management plans and the <i>Safe Transportation of Children Policies and Procedures</i> are followed. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Ensure written authorisation has been obtained for each child using the transport service. 	<input type="checkbox"/>



SAMPLE Safe Transport Checklist (continued)

Before departing	
When departing the service or collecting children from another location	
● Park on the same side of the road and as close as possible to the service or collection location.	<input type="checkbox"/>
● Account for each child (sight), conduct a head count and note child attendance against the transport attendance record noting date, time and name and signature of the educator making the record. Do this:	
○ prior to children leaving the service or collection location	<input type="checkbox"/>
○ when children embark the vehicle.	<input type="checkbox"/>
● When collecting children from home ensure parent/carer or other authorised person signs the transport attendance record including date and time of collection.	<input type="checkbox"/>
● Follow service's procedures for addressing absences if a child is expected at collection and is not present.	<input type="checkbox"/>
In transit	
● Ensure relevant policies, procedures and risk management plans are carried out as documented.	<input type="checkbox"/>
● Ensure children remain secured in properly fitted and adjusted age and size appropriate child restraints at all times.	<input type="checkbox"/>
● Actively supervise children at all times.	<input type="checkbox"/>
After transportation	
● Park on the same side of the road and as close as possible to the service or delivery location.	<input type="checkbox"/>
● Account for each child (sight), conduct a head count and note children's attendance against the transport attendance record noting date, time and name and signature of the educator making the record. Do this:	
○ when children disembark the vehicle	<input type="checkbox"/>
○ when children enter the service.	<input type="checkbox"/>
● Carry out a check to ensure no child remains in the vehicle. Record the date and time of the check and name and signature of the educator completing the check. The check will include:	
○ visual inspection of all areas of the vehicle:	
- all seats including the driver's seat	<input type="checkbox"/>
- under seats	<input type="checkbox"/>
- storage areas	<input type="checkbox"/>
○ calling out the names of the children who attended the transport run – the driver will ensure the vehicle engine is turned off and there are no auditory distractions that may interfere with hearing a child.	<input type="checkbox"/>
● Ensure all children are accounted for – cross check records of children entering and exiting the vehicle.	<input type="checkbox"/>
● Ensure an educator checks and verifies the transport attendance record against the service's attendance record.	<input type="checkbox"/>
● Carry out final vehicle check to ensure no children are on board then park and secure vehicle in the designated parking area.	<input type="checkbox"/>