

POLICY/PROCEDURE NAME & REVIEW PROCESS	BUS SAFETY TRANSPORTATION POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
NATIONAL QUALITY STANDARD	QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY 2.2 Safety 2.2.1 – Supervision 2.2.2 – Incident and Emergency Management
NATIONAL LAW AND REGULATIONS	99- Children leaving the education and care service premises 100- Risk assessment must be conducted before excursion 101- Conduct of risk assessment for excursion 102- Authorisation for excursions 102B- Transport risk assessment must be conducted before service transports child 102C- Conduct of risk assessment for transporting of children by the education and care service 102D- Authorisation for service to transport children 102E- Children embarking a means of transport—centre-based service 102F- Children disembarking a means of transport—centre-based service 168 - Education and care service must have policies and procedures 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> Bus audit record Bus evacuation record Bus driver declaration and induction record Bus supervisor declaration and induction record Excursion authorisation record Risk assessment record- safe arrival of children
SCOPE OF POLICY	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding bus transportation of children and thorough processes for checking buses. To ensure complete safety of all children that are transported on the service bus/es strict guidelines will be adhered to by educators and staff who transport children on the bus. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	Implementation The approved provider/nominated supervisor has a critical obligation to ensure that all safety practices are being completed in regard to bus safety, and they play an active role in checking and conducting updates to these procedures/ risk assessments and records on a regular basis. A service may transport children in the following ways and although they are different reasons for transportation the safety checks remain the same every time a child/ren steps onto or off a bus. <ul style="list-style-type: none"> To attend a specific destination such as on an excursion where children may be transported to a park, nursing home visit etc. Children are transported to and from their homes to the service on a regular basis. Children are transported to and from a school setting. If a service is going to be transporting children, then they must have transportation policies and procedures that address all the same requirements for the above risk assessments and written authorisations for transporting children. <ul style="list-style-type: none"> Risk assessment record and Risk assessment record– safe arrival of children will be in place and up to date prior to any excursion– regular transportation risk assessment must be reviewed at least annually. Each child who is transported on a bus must have written consent from parent or guardian and this consent must be completed on an excursion authorisation record.

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- Each bus run requires a qualified first aid educator(supervisor) on board who has undertaken current approved anaphylaxis management and approved emergency asthma management training.
- Supervisor must also hold a current driver's licence and be able to drive bus in case of an emergency.
- There must be a charged mobile phone on board.
- There must be a fully stocked first aid kit on board.
- Bus driver must check that petrol tank more than adequately filled before leaving service and will complete a **bus audit record** prior to every departure.
- There is a working fire extinguisher on board, and it is up to date.
- All child car seats, and booster seats are in full working order and are harnessed according to department of motor transport requirements.

Bus travel procedure

- Any staff member engaged to drive the bus must have an unblemished driver's licence and completed a **bus driver declaration and induction record** prior to driving the bus. They must have completed a thorough induction and nominated supervisor is confident that they understand the policy, records, and their position description. All documents are signed.
- Nominated supervisor must accompany bus driver on at least one journey to destinations to ensure competency with driving.
- The bus driver must be accompanied with a supervisor (staff member) who can also drive the bus, and they must have a clear driving licence. Bus supervisor must have driven bus in the presence of nominated supervisor on at least one journey to destinations to ensure competency with driving.
- The supervisor must complete a **bus supervisor declaration and induction record**. They must have completed a thorough induction and nominated supervisor is confident that they understand the policy, records, and their position description. All documents are signed.
- Copies of both licences will be kept in staff file.
- The bus driver must complete a **bus audit record** for every journey in conjunction with bus supervisor.
- The supervisor will have current first aid, anaphylaxis, and emergency asthma management qualifications.
- The supervisor must check with nominated supervisor the list of children to travel on bus every journey.
- The supervisor must sign children out of service and then conduct a head count and roll call as the children enter the bus.
- The supervisor must ensure all children are secured into their seats and check that all seat restraints are in place. Check that all windows are closed.
- The bus driver must only commence the journey once the supervisor verbally confirms that it is safe to do so.
- The supervisor should sit at the rear of the bus so that they can see all the children in front of them. Supervisor must constantly actively supervise throughout each journey – no other influence must be undertaken such as use of iPad/ mobile phone usage etc.
- At each stop during the journey, the driver must park the bus in a safe space and turn off the vehicle's ignition.
- If a child is being collected from or dropped off at home, the parent/guardian must sign the child onto or off the bus.
- The supervisor must check the child off against the bus roll list.
- The supervisor must secure the child into their seat and if a parent secures their own child on the bus, the supervisor must then check this.
- The bus driver must only recommence the journey once the supervisor verbally confirms that it is safe to do so.
- A roll call check will be conducted in transit.
- The above process is repeated for each subsequent stop.

End of Journey

- The driver must park the bus in a safe location close to the entry to the service.

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- The bus supervisor and/or driver are required to remove the children from the bus and the supervisor must conduct a head count and roll call as they embark.
- The supervisor must escort the children into the service to be signed back in and another head count and roll call will be conducted. Sign in sheets must not be pre-filled. Children should only be signed in upon being seen. Children must then be escorted back to their rooms or playground area depending on time of day.
- Once the children have been removed from the bus the supervisor must conduct a thorough search of the vehicle, including under the seats, in the luggage racks and in any storage areas and complete the **bus audit record**.
- Nominated supervisor should conduct random visual checks, throughout the week on the bus at regular intervals especially after embarkation. If paperwork is not being completed nominated supervisor must guide staff on remind them of the importance of completion.
- These checks should be marked as completed, signed by the relevant person conducting the checks and kept for inspection by the regulatory authority and handed to nominated supervisor to check that they have been completed.
- If a child is unaccounted for, immediately make all necessary enquiries to establish the child's whereabouts including physical searches of the vehicle, the service, any other relevant location (e.g., the school or park visited) and, if necessary, contact the child's family and/or the police.

The Bus

The following must be adhered to:

- The bus is registered, and insurance is up to date.
- The bus is serviced regularly.
- The bus has a current safety certificate.
- Tyres are not worn or unsafe.
- Bus must have more than adequate amount of petrol before leaving service.
- Bus must not be driven if it fails any safety checks before departure.
- **Bus audit record** must be completed prior to departure.

Emergency Procedures

Child not at designated point (school pick up)

- If a child is not at designated point (school pick up) bus driver will stay with children and supervisor will look for teacher and child.
- If teacher can't confirm where child is or has already been picked up parent is called to confirm.
- If unable to contact parent call nominated supervisor/ responsible person and wait for confirmation before leaving school.
- Notes will be added to the **bus audit record** under the issues section.
- Parent will be followed up with call on return to service.

Child unaccounted for at pick up or missing from excursion.

- One educator will commence to search for missing child.
- The other educators will remain with children and keep them calm – place on bus if the situation allows.
- Have one educator who is not searching for child ring nominated supervisor immediately.
- If child is still unaccounted call nominated supervisor again and they will advise police and notify parents/ guardian.
- Stay with children on bus until instructed by police as to how to proceed.
- Nominated supervisor will advise approved provider who will report to regulatory authority on NQAITS portal.

Returning child to home and child not familiar with person collecting child from bus.

- Ask to view Identification – drivers' licence.
- Contact nominated supervisor to confirm that person is on authorised emergency contact list.
- Nominated supervisor/ responsible person will contact parent to receive verbal confirmation.
- If unable to confirm with parent/guardian return child to bus and return to service.

Returning child to home and no one is there

- Contact nominated supervisor who will contact parent.
- If unable to contact parent return to service with child.
- If still unable to contact parent call authorised contacts.

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- If it is 30 minutes after closing time and still no response contact approved provider who will contact police.
- Bus is in an accident or breakdown.**
 - Supervisor will assess the situation and decide on the safest place for the children to be (on the bus or off bus depending on circumstance)
 - Administer first aid or call an ambulance or fire brigade if required.
 - Call the nominated supervisor/ responsible person at the service and advise of the situation and location.
 - Nominated supervisor/ responsible person will advise families of situation.
 - All educators and children stay together until assistance arrives, or families arrive to collect children.
 - Mark children off as collected accordingly.
 - Check bus if safe to do so to ensure it is empty prior to leaving scene.
- Regular safety practice**
 - Bus driver, supervisor and/ or educator/s shall ensure that the child(ren) who are on board receive instruction, at least quarterly about practices and procedures to follow if an emergency occurs while being transported.
 - Bus driver, supervisor and or educator/s shall ensure that bus evacuations are conducted at least quarterly.
 - Each emergency evacuations drill is supervised and recorded on the **bus evacuation record** and this record is kept on file with all the bus records.
 - Bus driver and or supervisor shall prepare documentation of each emergency evacuation drill, including the date of drill number of children and the names of the staff involved.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure that they notify the regulatory authority when they start providing or arranging regular transport, and again when they finish. This can be done through the NQAITs.
- Will have an adequate policy and procedure for the transportation of children.
- Will ensure there are current **risk assessment record and risk assessment record-safe delivery of children** is in place to support all children and staff that are travelling on buses.
- Will ensure all staff that will be driving the bus are aware of their obligations and are inducted in the **bus driver declaration and induction record** and have completed practical training.
- Will ensure that additional training is provided should there be an update to the **bus safety transportation policy**.
- Will ensure that a copy of **bus driver declaration and induction record** is kept available at the service for inspection by authorised officers along with **bus audit record, risk assessment record, risk assessment record– safe arrival of children, excursion authorisation record** and any other information or records relating to the safe transportation of children on the bus.
- Will ensure that adequate ratio is met dependant on the requirements of the safety of all children travelling on bus (in some cases it may require an extra staff member) and that the number of children on the bus are included in the service licence of maximum children attending.
- Will have written authorisation from a parent or authorised contact as named in the **enrolment record** and this will be completed thoroughly on an **excursion authorisation record**.
- Will ensure a record of the **bus audit records** is kept available for inspection at the service by authorised officers.
- Will ensure that the nominated supervisor attends at least one trip to and from service, including at the induction of the bus driver and supervisor and one excursion quarterly to ensure accuracy with these records and practices.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.

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- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will ensure that they notify the regulatory authority when they start providing or arranging regular transport, and again when they finish. This can be done through the NQA ITS.
- Will keep all bus documentation and associated records in a folder or on computer desktop so that regulatory authority may sight them.
- Must ensure the attendance record and corresponding roll call list for the bus is accurate for the day it must be updated with any last-minute changes or additions to pick up. Any additions that aren't usual must be recorded and verbally given to the bus driver and supervisor on the bus.
- Will ensure the bus driver completes a **bus driver declaration and induction record** prior to their engagement in the role and accompany them on a journey prior to them taking children out on the bus.
- Must nominate the person who will be responsible for driving the bus (driver).
- Will ensure Bus driver has a clear and full driver's licence.
Note: The driver of the vehicle must not be included as a supervisor as they cannot provide adequate supervision during the trip while operating the vehicle. They may be designated for other roles at the commencement and conclusion of the journey.
- Must nominate the person/s who will be responsible for supervising the children on the vehicle.
- Will ensure that the driver or at least one educator who is supervising the children on the vehicle has current first aid, asthma, and anaphylaxis qualifications.
- Will ensure that the supervisor on the bus has visibly checked the bus on conclusion of each journey and completed the **bus audit record** accurately each time.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

Educators

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.

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	<ul style="list-style-type: none"> Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required. <p>Families</p> <ul style="list-style-type: none"> Must understand that a child cannot travel on the bus if there is no excursion authorisation record completed prior to travel.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 99- Children leaving the education and care service premises	<p>Approved Provider and Nominated Supervisor will.</p> <ul style="list-style-type: none"> Ensure parent/guardians are informed immediately if anyone other than the emergency contact arrive at the service to remove a child/ren. Ensure if a new emergency contact is to be added to child's enrolment record, then families will be required to advise by writing (email) nominated supervisor will confirm via phone and will inform responsible person on duty to seek driver's licence id from the new contact. Ensure authorised emergency contacts who attend service for first time will need a form of identity and an email from parents alerting service to the pickup details. Ensure the identity of the contact picking up child (example drivers' licence) will be copied and placed on child's file if not already there. Ensure parent/guardians have completed the excursion authorisation record prior to an excursion. Ensure parent /guardians have completed the permission section on the enrolment record to transport a child prior to allowing the child to be transported to or from the service. Ensure that a child may not leave with a parent if there is a court order in place prohibiting this, another parent must be contacted immediately. Only allow a child to leave the service on an excursion providing that all documentation has been fully completed and signed off by a parent. Allow a child to leave the service if emergency medical treatment is required and this will usually be in the care of an ambulance and a responsible person or nominated supervisor will attend the journey unless parent arrives before ambulance.
In regard to regulations 100- Risk assessment must be conducted before excursion 101- Conduct of risk assessment for excursion 102- Authorisation for excursion	<p>Approved Provider and Nominated Supervisor</p> <ul style="list-style-type: none"> Will ensure that a risk assessment record is completed prior to any excursion taking place from the service. The risk assessment record will be completed according to the outlines in this policy – the plan for excursion, documentation completion, items for excursion and implementation of excursion. All considerations to risk health and safety of the child will be considered when completing the risk assessment as per risk assessment outlines. Will ensure that no child can be taken on an excursion if the parent/guardian has not completed an excursion authorisation record. Alternative plans for the child will be conducted at the service.
In regard to regulation 102B- Transport risk assessment must be conducted before service transports child 102C- Conduct of risk assessment for transporting of children by the education and care service. 102D- Authorisation for service to transport children	<p>Approved Provider and Nominated Supervisor</p> <p>Before the service transports a child, they must complete a risk assessment record to identify and assess the risks that the bus transportation could potentially have on the children. The risk assessment must include the following:</p> <ul style="list-style-type: none"> The proposed route and duration of the transport. The proposed pick-up location and destination. The means of transport. Legal requirements around seatbelts and safety restraints. Any water hazards. How many adults and children are involved in the transportation. The appropriate number of educators or other responsible adults needed to provide supervision in light of the risks, and whether any adults with special skills are required. Whether any items should be readily available during the transportation, e.g., a mobile and list of emergency contacts. The process for entering and exiting the service and the pick-up location or destination.

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102E- Children embarking a means of transport—centre-based service
102F- Children disembarking a means of transport—centre-based service

- Procedures for embarking and disembarking the transport, including how each child will be accounted for.
- Risk assessments should be completed each time a child is to be transported by bus unless the transportation is defined as regular transportation. This means that the transport is ‘substantially’ the same each time the child is transported (e.g., it follows the same route and has the same destination).

If the transportation is regular, then the risk assessment must be reviewed at least annually.

Written authorisation for bus travel.

A parent (or another person authorised in the child’s enrolment record) must give written authorisation for the child to be transported.

The authorisation is only needed annually if it is for regular transportation.

The written authorisation must include the following:

- The child’s name.
- The reason the child is to be transported If the authorisation is for regular transportation, a description of when the child is to be transported.
- If the authorisation is not for regular transportation, the date the child is to be transported.
- A description of the proposed pick-up location and destination.
- The means of transport.
- The period of time during which the child is to be transported.
- The anticipated number of children likely to be transported.
- The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation.
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.
- That a risk assessment has been prepared and is available at the education and care service.
- That written policies and procedures for transporting children are available at the education and care service.
- Must ensure that a staff member or nominated supervisor of the service, who doesn’t drive the bus will be present when the children embark onto the bus at the beginning of the journey. There will be a count of each child as they embark onto the bus by this staff member or nominated supervisor and this will be recorded against the roll.
- Must ensure that a staff member or nominated supervisor of the service, who doesn’t drive the bus will be present when the children disembark the bus at the end of the journey. There will be a count of each child as they disembark the bus by this staff member or nominated supervisor and this will be recorded against the roll and children will be signed back into the service.
- Once the children have disembarked from the bus the staff member or nominated supervisor Not the bus driver will thoroughly examine the bus – under seats in seats and luggage areas to ensure the bus is empty and that no children remain on the bus. This will then be dated with time name and signature on the **bus audit record by** said staff member or nominated supervisor.

In regard to regulation 168- Education and care service must have policies and procedures.

Approved Provider will

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff, and stakeholders.
- Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times.
- Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection.
- Notify families at least 14 days before changing the policy or procedures if the changes will:
 - Affect the fees charged or the way they are collected or
 - Significantly impact the service’s education and care of children or
 - Significantly impact the family’s ability to utilise the service.
- Ensure policies and procedures regarding regulatory requirements are in place at the service.

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	<ul style="list-style-type: none"> Ensure that a suitable nominated supervisor is in place and will monitor practices relating to all policies in the service. Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review. Ensure all stakeholders are involved in the review. Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> Conducting regular reviews and updates of this policy with all stakeholders. Actively seeking feedback from children, families, and staff members. Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
KEY TERMS	<ul style="list-style-type: none"> Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success. Regular outing- In relation to an education and care service, means a walk, drive or trip to and from a destination, that the service visits regularly as part of its educational program. and where the circumstances relevant to the risk assessment are the same on each outing. Regular transportation- means the transportation 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

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	the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> Australian Children's Education & Care Quality Authority. ACECQA- https://www.acecqa.gov.au/sites/default/files/2023-02/Info_Fact_Sheet_ChangesToRegularTransportationOfChildren March 2023 Code of Ethics Education and Care Services National Regulations. Education and Care Services National Law Act 2010. Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. Guide to the National Quality Framework. National Quality Standard. United Convention on the Rights of the Child

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