

C26. REGULAR BUS SERVICE

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Childcare
Applies To:	Board, Management and Staff of all IAC Childcare Services
Date:	May 2014 (Review May 2017)

Background and Purpose

The IAC's Childcare policies articulate our aims, goals and philosophies in caring for children in our long day care and preschool services. They explain how the IAC works with its management, staff and other agencies to ensure that our children are afforded the best and most appropriate care and that we meet all of the requirements of NSW Department of Education & Communities.

Principle

The IAC recognises and understands that disadvantaged Aboriginal families may not have access to transport for their children to attend our service and so we provide a bus service so that children of these families are able to attend Noogaleek Children's Centre and gain the benefits of a high quality care and education service.

The IAC will ensure that it meets the requirements of the Children (Education and Care Services) Supplementary Provisions Regulation 2012 and other legislation in regard to provision of a bus service to and from our childcare service.

Bus Financial Considerations

The IAC will ensure that it makes sufficient provision in its annual budget to allow for normal operating costs such as fuel, insurance, registration, maintenance and servicing as well as making provision for the purchase of a new bus over a period of 4 to 6 years.

Terms and Conditions

Our bus service is provided to Aboriginal children:

- as a free service
- if the parents or caregivers accept these terms and conditions
- if the parents have provided authorised nominees for the collection of children
- if the child and their family are known and accepted as being Aboriginal or have a Confirmation of Aboriginality
- if the child is at least 1 year of age and of sufficient size to meet the relevant transport safety restrictions
- if the child and their family do not have access to reliable transportation on the allocated days of attendance
- that attend Noogaleek Children's Centre
- that reside outside of the local area
- that reside in an area that is serviced by our bus run and that have allocated days of childcare on the days that the bus services the applicable area
- based on availability of spaces
- on the understanding that we will provide two childcare staff to supervise the children during the bus service and that we are not required to meet staff ratio regulations until the children arrive at our service
- on the understanding that a parent or other authorised person must be available:
 - ◊ to deliver the child to the bus and to sign for the delivery of the child to the bus staff
 - ◊ to collect the child from the bus and to sign for the collection of the child from the bus staff
 - ◊ during the notified timeframe for the morning and afternoon bus run and not just the normal time that the bus arrives

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Bus Service Times

Children must be available for delivery and collection:

- between 8:15am and 9:30am in the morning
- between 2:30pm and 3:45pm in the afternoon

Bus Wait Times

The bus will wait at the nominated address for the delivery of a child:

- for a maximum of 2 minutes
- after at least two attempts to notify the parents by blowing the bus horn

The bus will wait at the nominated address for the collection of a child:

- for a maximum of 2 minutes
- after at least two attempts to notify the parents by blowing the bus horn
- after sufficient attempts to contact the parent and/or the child's emergency contact and/or the staff of Noogaleek Children's Centre by telephone
- and where the child is not collected will bring the child back to Noogaleek Children's Centre for collection by the parent or authorised nominee
- and where the child is not collected, bus staff and/or staff of Noogaleek Children's Centre will continue to attempt to contact the parent or authorised nominee
- and where the child is not collected, staff of Noogaleek Children's Centre will make a record on the child's file of the relevant events, times and contact attempts

Resumption of Service

If a child has not been collected on an allocated day by the bus service (due to illness, injury, leave or other reason) it is the responsibility of the child's parent or caregiver to notify the Coordinator or Nominated Supervisor of Noogaleek Children's Service at least one day prior to the day that the parent or caregiver wishes the bus to resume service to the child's household (or before 8am on the day).

Bus Safety

The IAC will ensure that our bus:

- is maintained and serviced to a high standard and on a regular basis, with all maintenance and services recorded in the bus log book
- meets all safety requirements for the transport of children including approved child care seats, fire extinguishers and emergency exits
- has up to date registration, CTP insurance and comprehensive insurance
- is kept clean
- has working air conditioning

Bus Drivers

The IAC will ensure that our bus drivers:

- hold a proper and current NSW driver's licence permitting them to drive our bus
- have a good driving record
- are experienced in driving buses
- are careful and safety conscious
- maintain proper records of all bus trips, maintenance logs and service intervals
- pass required medical examinations
- have a current Working with Children check
- do not have a criminal record that impacts on their ability to work with children or to drive vehicles

Transport of sick children to their home

If a child becomes ill with a minor ailment while in our care and

- that child was collected on our bus run; and
- the parent or caregiver does not have transport to collect the child from our service; and
- the Coordinator or Nominated Supervisor of our service determines that it is in the best interest of the child for them to be taken home

a staff member will contact the parent or authorised nominee and seek their approval for us to transport their child home on our bus. In these instances one staff member will sign the child out from our service and accompany the child and the bus driver to the child's home.

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Bus Unavailability

If we are unable to provide our bus service due to scheduled or unscheduled maintenance, driver illness, unavailability of replacement drivers or any other reason that is the responsibility of the IAC, we will ensure that:

- we contact all parents or caregivers as soon as possible to notify them about the relevant issue
- we do not charge fees for any children that were scheduled to be collected on the bus where the child cannot be otherwise brought to the service by the parent or authorised nominee

Missed Scheduled Collections

If we do not collect a child that was scheduled for collection for reasons of bus failure, emergency, traffic interruption, a staff member failing to communicate a resumption of service or any other reason that is the responsibility of the IAC, we will ensure that:

- we contact all parents or caregivers as soon as possible to notify them about the relevant issue
- we do not charge fees for any children that were scheduled to be collected on the bus where the child cannot be otherwise brought to the service by the parent or authorised nominee

Bus Accident or Breakdown

If our bus is involved in a traffic accident or breakdown while transporting children to or from our childcare service we will ensure that:

- we follow the applicable procedures in response to the injury or death of children, staff members or the bus driver
- we follow applicable procedures in relation to alternative transport arrangements focusing on the safety of children at the site of the accident or breakdown and during any alternative transport arrangements
- we contact the appropriate regulatory authorities as soon as possible
- we contact parents or caregivers and provide all available information and support
- we offer counselling to parents and children if required or requested

Incident on the Bus

If at any time during the transportation of children on our bus service, a staff member believes that a child is at serious risk (from illness or injury), they will take appropriate action to contact emergency services and the parent and will use their first aid & emergency training and relevant procedures to determine the best course of action for the safety of the child.

COMPLIANCE

This policy complies with:

- Children and Young Persons (Care and Protection) Act 1998
- Children (Education and Care Services) Supplementary Provisions Regulation 2012

REFERENCES

This policy should be read with:

- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- All other childcare policies