



## BUS / TRANSPORTATION

Port Lincoln Children's Centre has a bus service to support families who require assistance in getting their children to and from the centre.

Port Lincoln Children's Centre recognize that although it is a wonderful accompaniment to our centre, the bus has some potential hazards, hence all those at the centre have a duty of care to enforce this policy and ensure any bus related procedures are performed to the highest possible level.

To ensure the safety of the children and staff, so far as is reasonably practicable the Management Committee (PCBU) will ensure the bus is serviced and maintained in a roadworthy condition and that all insurances and registrations are current. Staff will be trained with regards to the associated procedures, and the planning and proactive measures will be ongoing and reviewed regularly.

Several areas of concern are addressed in various procedures, including;

- Pre use—checks, access and egress
- Use—breakdowns, accidents
- Post use—children left on buses, access and egress
- Maintenance and care—seat belts, general condition
- Worker related—training including special induction re bus protocol
- Child related—ensure children understand bus safety
- Contractor related—all work carried out as per arrangements

Port Lincoln Children's Centre will so far as is reasonably practicable ensure the safety of everyone who drives, works on or rides in the bus by enforcing this policy and associated procedures.

All staff members are accountable and must ensure any volunteers are aware of their responsibilities. Education of the children in bus safety is also essential.

Signed by Joanne Smith (Director) for the PCBU : \_\_\_\_\_