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. Checklists should be service-specific, reflect the transport policies and procedures of the service and address individual circumstances and factors.

Before departing

- Ensure driver has a current and valid licence appropriate for the vehicle class and is in a fit state to drive.
- Ensure at least one educator/staff member transporting children has current first aid, anaphylaxis and emergency asthma management training certification.
- Ensure vehicle is registered and insured, in good working order and well-maintained.
- Ensure vehicle has properly fitted and adjusted age-appropriate restraints that meet requirements of the NSW Road Rules.
- Ensure vehicle contains:
  - 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 Emergency and Incident, Injury, Trauma and Illness policies and procedures
  - Safe Transportation of Children Policy and Procedures
  - Transportation checklist
  - high visibility vest
  - torch
  - supply of drinking water
  - accurate current attendance records for each transport run.
- Ensure the service's strategies to minimise risk are in place as detailed in risk management plans and the Safe Transportation of Children Policies and Procedures are followed.
- Ensure written authorisation has been obtained for each child using the transport service.
### 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.
- Conduct a head count and note child attendance against the transport attendance record noting date and time of check. Do this:
  - prior to children leaving the service or collection location
  - when children embark the vehicle.
- When collecting children from home ensure parent/carer or other authorised person signs the transport attendance record including date and time of collection.
- Follow service’s procedures for addressing absences if a child is expected at collection and is not present.

#### In transit

- Ensure relevant policies, procedures and risk management plans are carried out as documented.
- Ensure children remain secured in properly fitted and adjusted age and size appropriate child restraints at all times.
- Actively supervise children at all times.

#### After transportation

- Park on the same side of the road and as close as possible to the service or delivery location.
- Conduct a head count and note children’s attendance against the transport attendance record noting date and time of check. Do this:
  - when children disembark the vehicle
  - when children enter the service.
- Ensure all children are accounted for – cross check records of children entering and exiting the vehicle.
- Ensure an educator checks and verifies the transport attendance record against the service’s attendance record.
- Carry out a final check to ensure no child remains in the vehicle and have a second staff member complete the vehicle check process. The check will include:
  - visual inspection of all areas of the vehicle:
    - all seats including the driver’s seat
    - under seats
    - storage areas
    - under the vehicle
  - 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.
- Park the vehicle in the designated parking area. Ensure windows and doors are locked so children cannot enter. Store keys in the office out of reach of children.