

Use of Vehicle Policy

Published	October 2018
Review Date	April 2020
Sources	Education and Care Services National Regulations, October 2017 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Standard, October 2018 Kidsafe NSW

Aim:

To ensure that all Family Day Care Educators that utilise their motor vehicles for their Family Day Care Business adhere to strict safety practices in order to keep themselves, the children in their care and others around them safe.

Responsibilities:

In relation to Co-ordination Unit Staff:

- Be aware of the requirements of the Education and Care Services National Regulations 2011 and National Quality Standard 2011 in regard to the safe use of motor vehicles
- Ensure that all Educators are aware of and abide by the recommendations of KidSafe NSW's Safe Motor Vehicle Practices
- For Educators utilising their motor vehicle for their Family Day Care Business ensure that the service has on file:
 - A current copy of their Drivers Licence
 - A copy of their current Roadworthy Check and Car Registration
 - A copy of their current Comprehensive Car Insurance
 - Evidence of restraint fitting by authorised fitter (receipt)
 - Evidence of basic training provided by authorised fitter on the safe installation of restraints

In relation to Educators:

- Abide by their obligations under the Education and Care Services National Regulations 2011 and the National Quality Standard 2011 in relation to the safe use of motor vehicles
- Abide by the recommendations from KidSafe NSW about Safe Motor Vehicle Practices which require that:
 - All moving motor vehicles, including cars, motorbikes, quad bikes, tractors and ride-on mowers should be secured so that young children and the vehicle cannot come into contact
 - All motor vehicles as listed above and parked on the property, should be locked when not in use and the keys stored in a secure location
 - All motor vehicles to be used for transporting young children in the course of Family Day Care should be:
 - Registered, roadworthy and comprehensively insured
 - Fitted with Australian Standard-approved child restraints, sufficient in number and appropriate to the age and size of all children to be carried
 - All people responsible for transporting children in care in a motor vehicle must have a current and appropriate driver's licence
 - Children must not be left unattended in a motor vehicle at any time
 - No child under 16 years of age should ride or be carried as a passenger on quad bikes of any size
- If you are using your motor vehicle car for FDC Business you must supply CCEL with:

- A current copy of your Drivers Licence
- A copy of your current Roadworthy Check and Car Registration
- A copy of your current Comprehensive Car Insurance
- Evidence of restraint fitting by authorised fitter (receipt)
- Evidence of basic training provided by authorised fitter on the safe installation of restraints
- It is important to choose appropriate Child Restraints for use in your motor vehicle, the KidSafe NSW Website has a great resource "Seat Me Safely", that can be used to help you determine which is the best Child Restraint to use for each child
 - www.kidsafensw.org/road-safety/child-restraints/seat-me-safely/
- It is the law in NSW that you must use child restraints for children under 7 who ride in your car
- All child restraints that you use for your FDC Business should:
 - Be less than 10 years old
 - Have an instruction manual/booklet stored in a safe place for easy access and reference
 - Have evidence of correct fitting stored in the vehicle
- Always choose, correctly fit and use the restraint most appropriate for the child's size and age
- When fitting a child restraint it is the Educators responsibility to follow the manufacturers instructions, as a restraint which is not fitted or used correctly significantly reduces the safety protection provided by the restraint
- Use a restraint which has been approved to the Australian Standards - AS/NZS 1754:2010
- When seating a child in your car it is the Educators responsibility to follow the manufacturers instructions when securing the child with the harness or seat belt, as a restraint which is not fitted or used correctly significantly reduces the safety protection provided by the restraint
- Always place children in an appropriate child restraint for every single journey
- Do not move children to the next restraint until they have outgrown it
- Second hand restraints should be used with caution (see Using Your Car Tipsheet for more information)

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
October 2015	Added that it is the Educators responsibility to correctly fit restraints, and correctly secure children in child seats.
April 2017	Scheduled Policy Review – No changes made

Use Of Vehicle Agreement

Country Childrens Early Learning Pty Ltd owns and maintains vehicles for staff and contracted Educators to use as directed by the CCEL Director. The requirements of this agreement are to ensure that only authorized persons drive the vehicles and that their condition and safety is maintained at all times

Staff and Contracted Educators are required to provide to the CCEL Director with the documents listed below prior to driving a CCEL vehicle:

1. Current Drivers License
2. Record of any driving offences from the last 10 years
3. Record of any car insurance polices cancelled by an insurance provider from the last 10 years

CCEL Vehicles are only to be used for the purposes related to the business operation of Country Childrens Early Learning's services and as directed by the CCEL Director. CCEL Staff and Contracted Educators permitted to use the vehicles must adhere at all times to the requirements below:

- View the vehicle for obvious safety defects prior to driving on each occasion (e.g. low tyres, windscreen damage, window cleaner empty)
- Check First Aid Kit is located in rear of vehicle
- Take the time prior to each trip to ensure in an adequate driving position and mirrors adjusted for vision
- Check any child restraints are fitted securely in accordance with manufacturers instructions
- Family Day Care Educators must remove the children's car seats at the end of each trip and store securely in the vehicle boot
- Complete the start and finish odometer reading of each trip including purpose of the trip in the mileage book kept in the drivers side door
- Contracted Family Day Care Educators are only permitted to use CCEL vehicles to transport children as agreed with the CCEL Director
- Contracted Family Day Care Educators must contribute \$20 worth of fuel for every trip over 50km
- Drivers of CCEL vehicles must not drive for more that 2 hours without stopping for a rest pause.
- Food is not to be consumed by adults or children in any of the CCEL vehicles
- All drivers of CCEL vehicles are expected to adhere to the road laws that apply within the state that they are driving (this includes the use of mobile phones)
- Any damage to vehicles must be reported to the CCEL Director at the earliest possible convenient opportunity
- Vehicle accidents must be reported to CCEL within 24 hours
- Costs incurred by damage to a vehicle at the fault of the driver will be billed to the driver (e.g. infringement notices, accidents where the driver is found to be at fault)
- It is each drivers responsibility to maintain the cleanliness of the vehicle by cleaning it's interior after each use with the wipes provided.

Signature_____ Name_____ Date__/__/__