

## Use of Vehicle Policy

<b>Published</b>	<b>September 2020</b>
<b>Review Date</b>	<b>March 2022</b>
<b>Sources</b>	Education and Care Services National Regulations, October 2020 Education and Care Services National Law, February 2018 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Framework, January 2020 Kidsafe NSW
<b>Associated Policies</b>	Safe Transportation of Children Policy Regular Outing and Excursion Policy
<b>Relevant Forms</b>	Excursion Risk Assessment Routine Outing Risk Assessment Transportation Risk Assessment Excursion Authority Routine Outing Authority Transportation Authority Vehicle Usage Agreement

### 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.

### Explanation:

Vehicle Usage in Country Children's Early Learning Family Day Care, relates to travel by Coordination Unit Staff, requirements of Educators transporting Family Day Care children and other vehicles at the home or venue of a Family Day Care Educator. The policy outlines the requirements of Vehicle maintenance and Driver requirements.

### Driver Requirements:

- Family Day Care Educators utilising their motor vehicle for the transport children are required to hold, maintain and provide to CCEL copies of:
  - A current copy of their Drivers Licence
  - Driver History Record Check
- Coordination Unit Staff utilising their own or a CCEL vehicle are required to hold, maintain and provide to CCEL copies of:
  - A current copy of their Drivers Licence
  - Driver History Record Check
- Family Day Care Educators and Coordination Unit Staff must notify CCEL of any changes to their licence details including any driving offences

### Vehicle Maintenance and Requirements:

- Family Day Care Educators utilising their motor vehicle for the transport children are required to hold, maintain and provide to CCEL copies of:
  - A copy of their current Roadworthy/Pink Slip Check and Car Registration
  - A copy of their current Comprehensive Car Insurance
  - Evidence of the Vehicles up to date Service History

- Evidence of Authorised Fitting of Australian Standard-approved child restraints, sufficient in number and appropriate to the age and size of all children to be carried (receipt annually)
- Evidence of basic training provided by authorised fitter on the safe installation of restraints (annually)
- Family Day Care Educators must notify CCEL if they change the vehicle used for transporting Family Day Care children
- Persons not included in the transport risk assessment and without a WWCC or signed into the visitors book may not travel in vehicles with FDC children
- The vehicle will have a First Aid Kit inside it and emergency contact details (hard copy) for all children and educators in the vehicle
- Pets must not travel in vehicles with children
- Family Day Care Educators must ensure that their car has sufficient fuel for each planned transportation of children
- Coordination Unit Staff utilising their own vehicle are required to hold, maintain and provide to CCEL copies of:
  - A copy of their current Roadworthy/Pink Slip Check and Car Registration
  - A copy of their current Comprehensive Car Insurance
  - Evidence of the vehicles up to date Service History
- Coordination Unit Staff must notify CCEL if they change the vehicle they use for CCEL work related travel
- CCEL vehicles will be maintained as follows:
  - Registered
  - Comprehensively Insured
  - Service History maintained
- All vehicles must have no loose or sharp objects inside the car that could cause injury if an accident occurs. (i.e. the rear parcel shelf, dashboard and car interior are to be free from loose objects).

### **Child Restraints**

- It is important to choose appropriate Child Restraints and practices for use in your motor vehicle. The KidSafe NSW Website has 2 great resources “Seat Me Safely”, and “Keeping children as safe as possible when travelling in motor vehicles” 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/](http://www.kidsafensw.org/road-safety/child-restraints/seat-me-safely/)
  - <https://www.kidsafensw.org/imagesDB/wysiwyg/DetailedConsumerGuide.pdf>
- It is the law in NSW that you must use child restraints for children under 7 who ride in your car
- It is recommended that children aged from 7 to 16 years old who are too small to be restrained by a seatbelt properly adjusted and fastened use an approved booster seat
- 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)

**Other Vehicles at a Family Day Care Home or Venue:**

- 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
- 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

**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
September 2020	Scheduled Policy Review – Updated in accordance with changes made to the regulations for Transportation of Children.

## Use of Vehicle Agreement

Country Children's 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 Driver's License
2. Record of any driving offences from the last 10 years
3. Record of any car insurance policies 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 Children's 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 that the First Aid Kit is located in the rear of the vehicle
- Take the time prior to each trip to ensure an adequate driving position and mirrors are 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
- 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: \_\_/\_\_/\_\_