

## 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 CKC Staff utilising CCEL motor vehicles for the transport of children enrolled in the service 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 Kids Club, relates to travel by Coordination Unit Staff, and requirements of Educators transporting Out of School Hours Care children. The policy outlines the requirements of Vehicle maintenance and Driver requirements.

### **Driver Requirements:**

- 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
- Educators using 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

### **Responsibilities:**

#### **In relation to Co-ordination Unit Staff:**

- Be aware of the requirements of the current Education and Care Services National Law, Education and Care Services National Regulations and National Quality Standard 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

- Provide all staff with basic training on the fitting of booster seats and Child Restraint laws in NSW
- Ensure that all vehicles are maintained, road worthy and carry professional driver comprehensive insurance
- Provide restraints which have been approved to the Australian Standards - AS/NZS 1754:2010
- For Educators utilising the CCEL motor vehicles for the CKC programs ensure that the educator is listed as a professional driver under the CCEL Comprehensive Insurance

**In relation to Educators:**

- Abide by their obligations under the Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard 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 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
  - Staff to review [www.kidsafensw.org/road-safety/child-restraints/seat-me-safely/](http://www.kidsafensw.org/road-safety/child-restraints/seat-me-safely/)
- 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 manufacturer's instructions, as a restraint which is not fitted or used correctly significantly reduces the safety protection provided by the restraint
- When seating a child in your car it is the Educators responsibility to follow the manufacturer's 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
- All children must be seated in the back seats of the vehicle, no child is to ride in the front seat unless they are over the age of 10 and additional permission has been granted in writing from the child's parent/guardian

**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

<b>Date Revised</b>	<b>Comments</b>
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
March 2019	Scheduled Policy Review – Changes re children in front seat added
September 2020	Scheduled Policy Review – Updated in accordance with changes made to the regulations for the 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 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 manufacturer's instructions
- Complete the start and finish odometer reading of each trip including purpose of the trip in the mileage book kept in the driver's side door
- 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: \_\_/\_\_/\_\_