

Policy Statement

This policy acts to ensure that:

- All staff utilising the CCEL Motor Vehicles, or their own vehicles for the purpose of undertaking work visits adhere to strict safety practices in order to keep themselves and others around them safe
- 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

- Service Staff using their own vehicle or a CCEL vehicle are required to hold, maintain and provide to CCEL copies of:
 - A current Drivers Licence
 - Driver History Record Check
- 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
- Family Day Care Educators and Service Staff must notify CCEL of any changes to their licence details including any driving offences

Roles and Responsibilities

CCEL/Coordinators

- If using personal vehicles:
 - Ensure they are maintained, road worthy and carry professional driver comprehensive insurance
 - Ensure they submit accurate Mileage Claim Forms at the end of each pay fortnight

Policy Created
February 2016

Policy Last Updated
September 2023

Policy Review Date
September 2025

- Ensure that any staff using the company vehicles:
 - Are listed as a professional driver under the CCEL Comprehensive Insurance
 - Abide by the Use of Vehicle Agreement as set out by CCEL

Use of CCEL 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 is 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 the documents listed below prior to driving a CCEL vehicle:

- Current Driver's License
- Record of any driving offences from the last 10 years
- 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 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)
- Take the time prior to each trip to ensure an adequate driving position and mirrors are adjusted for vision
- Complete the start and finish odometer reading of each trip including the purpose of the trip on the mileage record kept in the driver's side door
 - Submit completed mileage forms to CCEL at the end of each month
- Drivers of CCEL vehicles must not drive for more than 2 hours without stopping for a rest pause
- Food is not to be consumed by adults 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 driver's responsibility to maintain the cleanliness of the vehicle by:
 - Cleaning its interior surfaces after each use with the wipes provided
 - Vacuuming the interior of the car regularly
 - Washing the exterior of the car regularly

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:
 - Current Roadworthy/Pink Slip Check and Car Registration
 - 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
- Coordinators utilising their own vehicle are required to hold, maintain and provide to CCEL copies of:
 - Current Roadworthy/Pink Slip Check and Car Registration
 - Current Comprehensive Car Insurance
 - Evidence of the vehicles up to date Service History
 - Coordinators 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/
- <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 are used in FDC Businesses 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 manufacturer's 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 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
- Do not move children to the next restraint until they have outgrown it
- Secondhand restraints should be used with caution (see Using Your Car Tipsheet for more information)

LINKS TO:

- Education & Care Services National Law Section 167
- Education & Care Services National Regulations 85, 86, 87, 89, 90, 91, 168, 169, 170
- National Quality Standards/Elements: 2.1, 2.2, 7.1, 7.1.2, 7.1.3
- Child Safe Standards 3, 6, 9, 10

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
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

SOURCES

- Education and Care Services National Regulations - December 2021
- Education and Care Services National Law - January 2022
- 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 - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- The Early Years Learning Framework
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child

LINKS TO OTHER POLICIES:

- Regular Outings & Excursions
- Safe Transportation of Children
- Staff Code of Conduct
- Work Health & Safety