

SAMPLE Safe Transport Checklist (continued)

Before departing

When departing the service or collecting children from another location

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| ● Park on the same side of the road and as close as possible to the service or collection location. | <input type="checkbox"/> |
| ● 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 | <input type="checkbox"/> |
| ○ when children embark the vehicle. | <input type="checkbox"/> |
| ● When collecting children from home ensure parent/carer or other authorised person signs the transport attendance record including date and time of collection. | <input type="checkbox"/> |
| ● Follow service's procedures for addressing absences if a child is expected at collection and is not present. | <input type="checkbox"/> |

In transit

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| ● Ensure relevant policies, procedures and risk management plans are carried out as documented. | <input type="checkbox"/> |
| ● Ensure children remain secured in properly fitted and adjusted age and size appropriate child restraints at all times. | <input type="checkbox"/> |
| ● Actively supervise children at all times. | <input type="checkbox"/> |

After transportation

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| ● Park on the same side of the road and as close as possible to the service or delivery location. | <input type="checkbox"/> |
| ● 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 | <input type="checkbox"/> |
| ○ when children enter the service. | <input type="checkbox"/> |
| ● Ensure all children are accounted for – cross check records of children entering and exiting the vehicle. | <input type="checkbox"/> |
| ● Ensure an educator checks and verifies the transport attendance record against the service's attendance record. | <input type="checkbox"/> |
| ● 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 | <input type="checkbox"/> |
| - under seats | <input type="checkbox"/> |
| - storage areas | <input type="checkbox"/> |
| - under the vehicle | <input type="checkbox"/> |
| ○ 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. | <input type="checkbox"/> |
| ● 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. | <input type="checkbox"/> |