Transportation Risk Assessment

In relation to transport, the Education and Care Services National Regulations require:

- **Regulation 102B(3)** A family day care educator must carry out a risk assessment in accordance with regulation 102C before an authorisation referred to in regulation 102D(4) is sought to transport a child.

This form should be completed before seeking authorisation to:

- Take a child/children from the care premises to school/home or other drop off point.
- Collect a child/children from their home or other collection point.

The Department of Transport and Main Roads requires responsible duty holders to:

- develop a comprehensive plan to manage safety within your road-based public passenger service business operations, and
- comply with legislative requirements of the *Transport Operations (Passenger Transport) Act 1994* (PT Act) and *Transport Operations (Passenger Transport) Regulation 2018* (PT Regulation).

The identification, assessment, and treatment of risks need to be considered by operators with regard to their own operations. As the responsible duty holder who best understands your own business operations, you are best placed to identify hazards, assess the risks, decide on actions to take, and who should take them, to eliminate or minimise the risks as far as reasonably practicable. You are also responsible for implementing your SMP to ensure you are meeting your ongoing safety duties and obligations.

Name of Educator:		
Activity: E.g. Collecting children from school or home.		
Date of Transport: **Or** **Start Date:**		**Day and Regularity of Transport:**
Means of Transport: **If Private Car, Make/Model and Registration:**		**Driver:**
Number of children being transported:	**Number of adults involved with transport:**	**Are adults with specialised skills required:**
Proposed Pick-up location and destination(s): Include each location travelled to or from E.g. each child's home address or each school		**Are there any water hazards?** If yes, detail in Risk Assessment.
Estimated duration of transport:		
Proposed Route: Please include a map sourced online or A detailed description.		

Describe in detail, the procedures for entering and exiting the education and care service premises, including the procedures for embarking and disembarking the vehicle. Include how each child is accounted for.	
Describe the procedures for entering and exiting the pick-up location or destination: (if applicable) Include how each child is accounted for.	

Business name **ABN**		
Responsible duty holder/s (RDH) *Role title/s or names*		signature
Duty holder/s *Role title/s or names*		signature
Other relevant/interested parties *(for example, approved contractors)* *Role title/s or names*		
Current version effective date	20-8-26	

Items which must be taken whilst transporting children	
☐ First Aid Kit.	☐ Contact information for each child and adult attending.
☐ Hats and Sunscreen.	☐ Medical information for each child and adult attending.
☐ Water Bottles and Food.	☐ Medication (if required).
☐ Mobile Phone.	☐ Transportation Log.
☐ Document identifying children in care.	☐ Other (please specify) ……
Transport Checklist	
☐ Child restraints are correctly fitted.	
☐ Child Restraints are appropriate for each child and are adjusted to suit each child attending.	
☐ Vehicle has been serviced by a qualified mechanic within the last 12 months.	

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised [regulation 101(1)]. This must include any risks associated with water-based activities.

	CONSEQUENCE		
LIKELIHOOD	Major	Moderate	Minor
Likely	High	High	Medium
Possible	High	Medium	Low
Unlikely	Medium	Low	Low

Transportation			
Hazard	**Harm the Hazard could cause**	**Risk Rating (use matrix)**	**Actions to eliminate or reduce the risk minimise risk**
Driver	Multiple injuries	H	Driver has a current and correct class of licence for the vehicle being driven. Driver is experienced and has the ability to supervise a group of children and concentrate on driving a vehicle. Obey all Queensland Road rules.
Vehicle	Multiple injuries Impact to vehicle Breakdown	M	Vehicle is insured. Vehicle is well maintained and serviced by a qualified mechanic at least yearly. Have roadside assistance.
Vehicle speed	Multiple injuries	H	Speed limits are always observed.
Weather conditions	Multiple injuries Impact to vehicle Breakdown	H	Extra care is taken when driving during wet and windy weather. Drive to conditions. Cancel outing if possible, during extreme weather.
Vehicle accident or break down	Multiple injuries to educator and/or children Parents unaware of their child's whereabouts Vehicle impacted by another vehicle after breakdown Heat exhaustion Dehydration	H	Luggage within the vehicle is secured prior to the trip. Child restraints are correctly fitted and used appropriately. Vehicle is moved out of traffic if possible. Use hazard lights. Do not stand on the road. Have a working mobile phone. A sign, identifying Mackay Family Day Care Scheme as the child care service and emergency contact details for the service is clearly displayed and visible in the vehicle. Emergency contacts for each child are in the vehicle. Emergency services are contacted if required. Mackay Family Day Care Scheme and parents are contacted. Children are removed from the vehicle if this is deemed the safest option in the circumstances. Drinking water is available. A well equipped first aid kit is carried in the vehicle.

Road conditions and obstructions	Multiple injuries Impact to vehicle Breakdown	H	Plan the trip. Educator is always alert. Drive appropriately for the road conditions. Never drive through floodwater. Take an alternate route or return home if road conditions require.
Children getting in & out of the vehicle	Multiple injuries	H	Child locks on doors are engaged. When parking in a street, children enter and exit the vehicle from the kerb side. Direct and constant supervision of all children getting in & out of vehicle. A plan for embarking and disembarking is formulated which is appropriate for the children in care.
Seat belts and restraints	Multiple injuries Burns	H	Children do not undo seat belts or restraints until they are instructed to do so. Supervision of children during travel. Assist children who require help to fasten seat belts and restraints. Appropriate child restraints are fitted in accordance with Queensland Government requirements and instructions are followed correctly. Child restraints which have been involved in an accident are discarded. Children are appropriately restrained while the vehicle is moving. Check buckles are not hot before restraining children. Park in the shade where possible.
Seating of children	Multiple injuries	H	Maximum seating is not exceeded. Children are seated in a restraint appropriate for their age and size. Children sit in the rear seats of the vehicle except when all rear seats are occupied by other children. Only children aged 4 years or older may sit in the front passenger seat with written permission from their parent . Educators consider the most appropriate order and method of putting children in the car and fastening restraints.
Other Vehicles/drivers	Multiple Injuries	H	Drivers remain vigilant.

Hot vehicle	Multiple injuries Heat exhaustion dehydration	H	There is direct and constant supervision of all children at all times when travelling in a vehicle. Children are not left in a vehicle without an adult inside or beside the vehicle. The vehicle is Air conditioned and it is used wherever required to ensure the comfort and wellbeing of passengers.
Car door	Multiple Injuries	H	Children do not open doors unless they are instructed to do so. Direct and constant supervision of children getting in and out of vehicle.
Objects inside vehicle	Multiple Injuries	H	Luggage, loose items and heavy objects are placed safely in boot or under seats.
Travel Route	Multiple Injuries Impact to vehicle Breakdown	H	The most direct route is taken and a brief description or travel map is included as art of the transport risk assessment. If the route chosen proves hazardous due to unforeseen circumstances a new route will be taken or the outing will be cancelled.

Version history

You must keep SMPs and related documents (including superseded versions) for at least 5 years. This also applies to the last SMP prepared before you cease operations in Queensland.

Version No.	Date	Changed by	Reason for change	New or amended documentation	Consulted with	Approved by	Approval date