

SAMPLE Safe Transport Checklist (continued)

When departing the service or collecting children from another location	
● 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	
● 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	
● 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"/>