



Transportation Policy

Rationale: To ensure the safety and security of children, staff and the driver while children are being picked up and dropped off by Little Feet Childcare Centre involvement program.

Procedure:

- Little Feet Childcare Centre's staff/driver will not transport children for whom they have not received written parental consent form unless in a medical or civil defence emergency.
- Children are not permitted to travel in the front seat if the car/van is fitted with an airbag unless they are over 148cm tall. Children must remain seated at all times while the vehicle is moving.
- All children will be restrained in safety approved over the shoulder child restraints as required by clause 7.6 of the land transport (Road User) rule 2004.
- Only drivers holding a full driver's licence will be permitted to drive the participation vehicle
- All vehicles must carry a standard first aid kit
- The driver must have a cell phone and contact details and emergency contacts for each and every child being transported.
- Driver will always be with the vehicle, if for any reason he needs to get out of the vehicle, the vehicle engine has to be stopped. At no time will children be left alone in the vehicle, the parent/guardian must bring their child to the vehicle and be responsible for strapping the child/ren into the child restraint. The van driver must check that the child is strapped in correctly before moving the vehicle. The parent / guardian must collect the child from the vehicle at the end of the session.
- Parent/guardian must sign the child in the care of the driver at the beginning of the session and then out of the care of the driver at the end of the session. The sign in/out sheet will then be attached to the centre sign in/out sheet at the end of the day and kept for auditing purposes.
- The child's enrolment form must have the names of the staff who are authorised by the parent / guardian to collect or drop off children. Appendix 1 form can be attached to the enrolment form as long as the parent/guardian has signed this form.
- The staff member/ driver of the vehicle will sign the children onto the centre sign in sheet upon arrival back at the centre and sign them out at the end of the session. A log of who the driver was for each journey must be kept.
- If upon dropping the child back to their residence there is no authorised adult present to collect them, then an attempt will be made to contact and locate the parent / caregiver or an emergency contact person by phone. If no one is available, then the child will be returned to the centre and further contact enquiries will be made from the Centre. Late fee rule will apply.
- If at any time, there are concerns for child safety in the home environment, the driver needs to collect information and write up an incident report in the Centre in conjunction

with the Centre Manager. Remember safety for children in the Centre vehicle is our utmost priority.

- All vehicles will be regularly serviced and maintained by the Centre Manager.
- All drivers transporting children will have their Police Vetting done with a copy of their current New Zealand Drivers Licence and all safety check information's will be kept on file at the centre.
- Ratios in the van will be 1:6 children

Documentation to be completed

- Daily sign in and out sheets to be completed by the parent at pick up and drop off times.
- Daily check sheet completed prior collection or drop off of children, to ensure that the vehicle is safe to transport children.

If the vehicle is involved in an accident/incident:

- Ensure that the children are safe and unhurt. Take the necessary action to ensure their safety wellbeing at all times. Seek medical advice if required and inform the Centre Manager asap if it is safe to do so.
- Once children are safe then collect the following information from the other party
- Name and permanent address of driver
- Name and permanent address of owner, Vehicle type, Vehicle registration number, and their insurance details
- Name and permanent address of any witnesses
- Report the circumstances to the owners of the centre to arrange a claim form. DO NOT ADMIT LIABILITY as this is the insurers prerogative acting on your behalf.
- All accidents/incidents must be recorded and sent in writing to the owner within 2 days of the accident/incident happening.



Transport Policy

Little Feet Childcare Centre's vision is to ensure that all children have access to quality education and care and in order to ensure we have consistent attendance of your child/children in our Centre, we are providing your child with a free pick up and drop off service to and from the centre. In order for your child to be able participate in this programme you are required to complete the following details that will form part of the enrolment agreement.

I _____ [parent / guardian name] give permission for

my child _____ [child's name] to be picked up and dropped off to our residential address as stated in the enrolment form on the days that they are enrolled to attend **Little Feet Childcare Centre at 26 Yates Rd in Mangere East**. These days and times are same as listed in the enrolment agreement.

I authorise my child to be picked-up and dropped-off from the Centre and I acknowledge that:

- I will have my child ready for pick up by the times stated in the enrolment form and that I will bring my child out to the vehicle [the driver is not permitted to leave the vehicle unattended at any time]
- I will be responsible for ensuring that my child is buckled safely into the car seat
- I will be at home to receive my child after the session finishes and that I will collect my child from the vehicle
- I will sign my child in and out each day on the form provided by the driver
- I authorise the following staff to transport my child in the Centre vehicle and to sign them in and out of the centre:
 - Avind Lal, Aarti Lal, Kanta Kaushalia, Priya Chand, Farida Hudda, Moria Eteuati, Kasileta Kalolo, Simranjeet Grewal, Tuiga Vaialia, Maingel Duldulao, Nonita Mellsop, Satendra Kumar, Stella Okorogu, Sapphire Hall, Sushi Lata, Anita Gill, Srishti Sharma,
- **Please note that all the drivers have a full current and valid driver's licence**
- Agree to pay the late penalty fee as stated on the fee schedule if I am not available to receive my child at the end of the session.

- I agree to contact the centre on or before 8:00am on 2555526/2555503 or 021780017 or if my child is sick or not attending the Centre. A **\$5.00 fee** will be charged if a child is not attending and no prior notice was given.

Name: _____

Signature: _____

Date: _____



Daily Van Check List – MLZ876 Date: _____

Please tick the following if you are an Authorised Driver and have a current New Zealand Driver's License

- Check car seats are attached/bolted into the seat
- Check petrol
- Check all lights are working
- Check tires are not puncture and bolts are tightly secured.
- Check and make sure you have your daily log book, first aid kit and AA car/information stored in the van
- Check you have a current WOF and Registration
- Copy of cell phones numbers and centre numbers of the Centre Manager/ Reception and all the people responsible for the van run
- Copy of emergency contacts for children
- Copy of the transporting children policy is signed by parents and the centre manager
- Daily Van sign in and out sheets for parents to sign
- Up to date emergency contact list

Van Drivers Name: _____ **Signed:** _____

Any urgent matters or actions required in relation to the vehicle safety:



COMPANY MOTOR VEHICLE DRIVERS AGREEMENT

The Driver Agrees to:

- Provide the Company with a photocopy of his/her driver's license prior to being authorised to operate a vehicle and advise the Company immediately if their license is suspended or forfeited for any reason.
- Drive the Company motor vehicle with due regard for traffic regulations, safety of pedestrians, other road users and Company property.
- Not use handheld mobile phones whilst driving.
- Not drive a Company motor vehicle whilst under the influence of alcohol or drugs.
- Not carry illegal drugs or substances in the Company car.
- No smoking in a company motor vehicle at all times.
- Ensure that the vehicle always has a current registration and warrant of fitness and is serviced in accordance with manufacturers specifications and recommendations.
- Maintain the vehicle in a clean, neat condition and garage where possible, or in a location where the vehicle is unlikely to be damaged.
- Repair at own cost damage arising from reckless or deliberate misuse of a company motor vehicle.
- Pay parking infringement notices and traffic violation fines associated with the use of the vehicle.
- Not use the Company motor vehicle for private hire or reward.
- Use the Company provided fuel card only for the purpose that it is intended.
- Report any accident or theft from or of a vehicle immediately to the manager and in writing within 24 hours.
- I understand that this vehicle is only for business purposes and may not be used for personal use at any time.
- I understand that if I do not adhere to this agreement, the Company may at its discretion, remove me from driving this vehicle and my employment will be terminated.

I _____ understand the above Drivers Agreement and I have read, understood and agree to the conditions contained in both the Drivers Agreement and the full motor vehicle policy.

Name: _____

Signature: _____

Date: _____

Driver's License No: _____

Expiry Date: _____ Photo copy attached: Yes / No