

EDUCATION AND CARE GUIDING PRINCIPLE

Excursions and Transportation of Children

Purpose

This Guiding Principle outlines the process to ensure the safe and efficient transport of children and educators to and from education and care services and/or FDC educators' homes. Transportation methods include walking, council vans and private chartered buses, and does not include public transport. Excursions are valuable learning opportunities which enhance children's engagement in their local community and support their understanding of the world around them. All excursions will be conducted in a safe manner and in accordance with sections [99-102D](#) of the Regulations.

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Definitions

CCFDC:	Cumberland Council Family Day Care
Families:	Parents, guardians and/or caregivers
FDC:	Family Day Care
OOSH:	Out of School Hours care
QAP:	Quick Add Profile in ECM which defines document properties and index links on registration of document
Regular outing	A walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances relevant to the risk assessment are substantially the same on each outing [Reg 4(1)]
Regular transportation	The transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported [Reg 4(1)]
Regulations:	Education and Care Services National Regulations
Responsible Person:	As defined in Section 162 of the Children (Education and Care Services) National Law (NSW) , and can be the approved provider, nominated supervisor or person in day-to-day charge of a service
WWCC	Working with Children Check

Excursions

Excursions can be categorised as either routine or non-routine excursions:

Routine excursions or regular outings

Routine excursions are held daily, weekly, fortnightly or monthly and occur at the same time on each occasion. Routine excursions may include school pick ups and drops offs, park visits, libraries, CCFDC registered homes, the community gardens, etc. Routine excursions also include transport in OOSH.

Routine excursion authority forms need to be completed annually ([Regs 102 and 102D](#)) and need to be specific about the day, time and duration of the excursions. Families must know where their child is at all times.

Non-routine excursions

Non-routine excursions are one-off excursions where there is no regular pattern of attendance. These excursions are usually planned in response to an interest that has emerged within the educational program.

Non-routine excursions require authority forms to be completed, ensuring all required information is included in accordance with sections [102](#) and [102D](#) of the Regulations.

When arranging excursions, Council's Education and Care Services take into consideration hazardous aspects of the excursion such as the presence of water and ensure the safety of

all children and educators is maintained at all times. The Nominated Supervisor /FDC educator should give serious consideration to any excursion involving water hazards. The Nominated Supervisor/FDC educator must ensure that the person in charge of any excursion where there is a significant water hazard has a current approved first aid qualification, and the knowledge and ability to implement a water safety procedure. A qualified life saver must be present.

Excursion procedural steps

1. Educators are to give consideration to the purpose of the excursion and how it fits into the service's educational program. This must be discussed with the Nominated Supervisor and their support must be given before proceeding with the risk assessment.
2. In accordance with sections [100](#), [101](#), [102B](#) and [102C](#) of the Regulations, the excursion coordinator/FDC educator is to conduct a risk assessment on the excursion venue and the route of travel to determine the suitability of the excursion in regards to ensuring the health and safety of children is maintained at all times. The excursion coordinator/FDC educator must conduct the risk assessment at the venue and must drive/walk the route. All parts of the risk assessment forms must be completed in accordance with sections [101](#) and [102C](#) of the Regulations. Consideration must be given to all risks identified and how the identified risks will be managed or minimised. A final assessment of the ratios for the excursion needs to be made. At this point, the decision to continue with the excursion must be made before continuing with the process.
 - Where required, all certificates of currency, evacuation plans for the venue and WWCC for all presenters are collected and will be current at the time of the activity.
 - The Nominated Supervisor/FDC educator must ensure that if children are going on any excursion that involves crossing a major road, special consideration must be given at the time of conducting the risk assessment and appropriate ratios should be noted on risk assessment and on the authority form. **At no time is public transport to be used as a form of transportation.**
 - The frequency and duration of excursions should be taken into consideration in order to establish good routines for the children in care. A balance of activities within the service is crucial to quality care. The Nominated Supervisor/FDC educator must ensure that this takes place and that daily rest times for the children are respected.
3. Once the risk assessments have been completed, they must be signed off by the Nominated Supervisor and the Education and Care Coordinator. Adequate time should be allowed for this to be approved, changes to be made, and all educators attending the excursion to read, understand and sign the educator declaration at the back of the risk assessments. Risk assessments must be taken on all excursions and a copy kept on file at the service.
4. The Nominated Supervisor/FDC educator is responsible for ensuring all children leaving the education and care premise have written permission. Authority forms are to be created in accordance with sections [99](#), [102](#) and [102D](#) of the Regulations after a risk assessment has been completed. Authority forms must be signed by the child's parent or an authorised nominee that has authorisation to consent to the child leaving the education and care premises (*Regs [99\(4\)](#) and [99\(5\)](#)*). All sections of the permission note must be completed in accordance with sections [102](#) and [102D](#) of the Regulations. Parents must be given adequate notice of the excursion and must be given access to the approved risk assessment if requested. All signed authority forms must be saved in ECM to the children's individual file.

5. The Nominated Supervisor must ensure all educators attending the excursion have adequate time to read through the risk assessments, understand them and sign the declaration on the last page of the risk assessments. In addition to this, the Nominated Supervisor is responsible to ensure that all educators attending the excursion/transport run are confident to carry out the task. Discussions must be held to assess the educators' comfort level and competency. Nominated Supervisors are to attend all excursions/transport runs where practical and when it is not practical, the most senior educator attending the excursion is to be appointed 'responsible' for the duration of the excursion. This does not apply to excursions where FDC educators are attending on their own.
6. Where transport occurs daily, quick meetings must occur before and after transport to plan and reflect on transport, ensuring communication between educators occurs to keep children safe during transportation.
7. On the day of the excursion, an On the Day checklist must be completed to identify any further risks identified that may not have been present at the time the risk assessment was conducted. The various parts to the form must be completed as outlined on the form, and all items listed on the form must be taken on the excursion or on transport. The educator completing the form, a secondary educator and the Nominated Supervisor are required to sign the form at the completion of it. All issues identified must be adequately addressed and rectified prior to the same or similar excursion/ transport run being conducted.
8. On excursions and during transport, all children must be assigned to a primary caregiving group which is overseen by an educator. The children must remain in this group for the duration of the excursion or transport run. If this is a regular occurrence, groups must remain the same so close relationships can be formed and to ensure consistency for children. The Primary Care Giving Groups and Head Counts Checklist must be amended to reflect the times the head counts will be conducted and have the children in each group listed. Educators must be aware of how to complete the checklist and the importance of doing this regularly while the children are away from the education and care service/FDC educator's home. At no time, is the ratio outlined in the risk assessment to go below the minimum educator/child ratio.
9. An evaluation of the excursion must be completed to identify any changes required for future excursions to the venue and to reflect on the educational value of the excursion. This can be documented in the service's daily reflection or by using the Excursion / Workshop Evaluation Form.
10. At the completion of the excursion, all documents must be saved in ECM using the corresponding QAP referred to in the [ECM Archiving Reference Table](#) in the [Governance, Management & Leadership](#) Guiding Principle. FDC educators must send the documents to the Coordination Unit so they can save these in ECM.
11. In the event of a routine excursion, all On the Day checklists, evaluation forms and Primary Care Giving Groups and Head Counts Checklist must also be saved in ECM using the appropriate QAP. FDC educators must send these documents to the Coordination Unit so they can save these in ECM.

Authorisation for excursions

The Approved Provider /Nominated Supervisor of the education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under section [102\(4\)](#) of the Regulations.

An FDC educator must ensure that a child who is being educated and cared for by the educator as part of a FDC service is not taken outside the residence or approved FDC venue on an excursion unless written authorisation has been provided under section [102\(4\)](#) of the Regulations.

The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator.

Conducting the excursion

- All children attending excursions must wear their service identification e.g. service wrist band, badge or sticker. Coloured bibs are also to be worn so children can be easily identified (not FDC).
- Prior to leaving the education and care service, a discussion must be held with the children to identify possible hazards eg, stray animals, strangers and what they should do if they get separated from the group.
- Contact will be made with the parent, Nominated Supervisor and emergency services if a child is missing. Follow the risk minimisation guidelines identified in the risk assessment and /or transport procedure prepared by each service.
- All incidences relating to transport (e.g. missing children, vehicle accident, etc.) must be reported by the Responsible Person to the Nominated Supervisor, Education and Care Coordinator, Manager Education and Care immediately.
- Should an incident occur, a notification will be made by the Education and Care Coordinator within 24 hours to NSW Government - Early Childhood Education Directorate, as per the education and care regulatory requirements.
- The Nominated Supervisor/FDC educator must ensure that a suitable and fully stocked first aid kit, working mobile phone, asthma kit, the centre's epi-pen, emergency contacts, hats, water and risk assessment folder are taken on all excursions.
- The Nominated Supervisor/FDC educator must ensure that a child with an emergency medical management plan, risk minimisation plan and any medication must accompany them on an excursion or during transport. Any other medication that may be required must also be taken on the excursion/transport run (if applicable).
- Families are welcome to attend service excursions. Any family attending an excursion with their child in the group does not need to obtain a WWCC number. However, they must not be left alone with children at any time and not included in the ratios.

Additional considerations

Families who do not wish for their child to participate in an excursion have the right to withdraw their child from that activity if they have a regular booking. Please see the Nominated Supervisor /FDC educator to discuss alternate care and note that fees are still applicable. In the school holiday care program, please note that families who do not wish their child to attend the excursions will need to arrange alternative care at another service.

Family Day Care (additional)

- Educators must wear a fluorescent vest when transporting children to and from excursion venues, going on local walks and when walking to drop off and pick up children to and from school.
- Educators not wishing to participate in certain service excursions must give families the information as that family may wish to bring their child on the excursion.

- All children must be directly supervised while on play equipment in parks. Care must be taken to prevent children accessing equipment which is designed for older children.
- Educators need to discuss their routine excursions with FDC families at their initial interview, prior to commencement of care and ensure that families sign a permission form.
- Educators are responsible to ensure they have a risk assessment that is dated no later than 12 months old for each venue they attend.
- Educators are responsible to have a route of travel risk assessment form dated no later than 12 months old for each destination they travel/walk to.
- Educators must have current risk assessments prior to obtaining permission to go on an excursion.
- If educators plan on taking children on an outing that is not a usual outing for that day the CCFDC office needs to be notified either by email, text or phone. This is for emergency and safety purposes.
- Educators are not able to visit FDC educators registered with another scheme or a CCFDC deregistered educator while children are in care.
- Water venues are not permitted.
- Ratio applies whilst travelling in a car to and from any excursion.
- Make sure all educators read and understand the regulations relating to excursions ([Part 4.2, Division 6](#)).

Leaving the education and care premises

The Responsible Person of the education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with section [99\(4\)](#) of the Regulations.

An FDC educator must ensure that a child who is being educated and cared for by the educator as part of a FDC service does not leave the residence or approved FDC venue except in accordance with section [99\(4\)](#) of the Regulations.

Please note: In this regulation parent does not include a parent who is prohibited by a court order from having contact with the child. For additional information please refer to [Access, Arrival and Departure](#) Guiding Principle.

Transport

Prior to transporting children

The following tasks must be completed:

- Route of travel risk assessment completed in accordance with sections [100](#), [101](#), [102B](#) and [102C](#) of the Regulations and approved by the Nominated Supervisor and the Education and Care Coordinator prior to conducting transport.
- Written permission must be collected for all children to be transported in accordance with [99](#), [102](#) and [102D](#) of the Regulations. Authority forms must include all required information, including signed permission from the child's parent or authorised nominee to provide permission.
- Create a procedure specific to each route of travel, including morning and afternoon transport runs for OOSH services (not FDC). Each procedure must contain information included in the risk assessment, including a list of items to be taken on transport, identify when head counts are to be conducted, where meeting points are located, any specific

educator responsibilities, and how to respond in the event that a child is missing during transport or does not arrive at the initial meeting point. Each procedure must address risks identified in the risk assessment with strategies in place to minimise the risk or manage these in the event that they occur.

- Nominated Supervisors must ensure that all educators conducting transport have had the following training:
 - Service specific transport induction (not FDC)
 - Van induction (if transporting in a council van)
 - Defensive driver training (if required)
 - Child restraint fitting induction/training
 - Read, understand and sign the risk assessment for the route of travel
 - Read, understand and sign the transport procedure for the route of travel
 - Read, understand and sign this Excursions, Transport and Leaving Service Guiding Principle and the [Supervision and Interaction](#) Guiding Principle.
 - Attend the transport run with the Nominated Supervisor, until both the educator and the Nominated Supervisor are confident in the ability of the educator to conduct the transport, including completing all checks, head counts and all aspects of the procedure. This may need to be conducted several times before the educator is confident to complete the run with another educator (not FDC).
- A copy of the educator's current driver's licence must be held on the educator's personal file at the service and saved in ECM. It is the educator's responsibility to ensure that their driver's licence is always up to date.
- All services that transport children on a regular basis or as a one off for excursions, must ensure that the RMS Driver's Consent Form (attached) and check be completed prior to educators transporting children. The Nominated Supervisor is responsible for ensuring this process is followed before transport takes place. The form will be saved in ECM to the educator's personal file and a copy must be kept at the centre in the educator information folder.
- Primary care giving groups must be created for each transport run so educators are responsible for a group of children. This does not mean that they are not responsible for all children being transported, but that they can give close attention to the group of children they are assigned to promote a more relaxed, safe and streamlined transport process.
- Each OOSH service that conducts regular transportation of children will have a transport station with all equipment required for transport stored in a neat, organised fashion and easily accessible to staff. At the completion of each transport run, bags, equipment and folders will be maintained to ensure everything is ready to go for the following run.
- Any casual bookings need to be both written on the roll and verbally communicated to all staff on transport. Refer to casual bookings procedure.
- Fully stocked first aid kits must be kept in all vehicles when transporting children. Asthma kits must be collected when signing vans in and out for transport purposes. FDC educators are to take asthma kits and any other individual medications along with action plans when transporting in their own vehicles.

During transportation

The following tasks must be completed:

- Child restraints must be used/fitted in accordance with the National Child Restraint Laws. Refer to the safety flyer and the Child restraints section in this Guiding Principle.

- Section [122](#) of the Regulations states that educators must be working directly with the children therefore an educator driving cannot be included when calculating the educator to child ratio as adequate supervision and responsiveness to children cannot be maintained. As FDC educators work in isolation, they are not required to have an additional educator with them while transporting children.
- Under no circumstances must a child be left unsupervised in a vehicle.
- Due to the increased risk of injury, it is preferred that children are not transported in the front seat of vehicles (front seats should only be used when there are no other seats available and the tallest/biggest child is to use the seat). The child must be at least 7 years of age and 145cm tall. The seatbelt must be crossing directly in the middle of the child's shoulder.
- After considering the point above, if a child is transported in the front seat of a vehicle, where an airbag is placed, the seat needs to be moved back, as far from the airbag as possible.
- The educator supervising the children in the van is responsible to check that the seat belts are correctly in place before transporting.
- Transporting children on a chartered bus – ensure children's bags are taken off their backs before they sit down and place bags on laps or under the seat to avoid risk of injury. Children to be seated with backs against seats.
- Regular chartered bus drivers will be required to provide their Heavy Vehicle Driver's Licence, Authorised Bus Driver Identification, and their WWCC which will be verified by Education and Care Services.
- Regular head counts and roll calls must be conducted and documented on the Primary Caregiving Groups and Head Count Checklist located in the attachments section of this Guiding Principle.
- Transport is to be regularly discussed at staff meetings (centre-based) / home visits (FDC) and risk assessments reviewed/ updated when new risks are raised.
- Quick verbal transport meetings must occur daily, prior to and following transport, to plan for transport and reflect on transport – ensuring communication between staff occurs to keep children safe during transportation.
- Children are to be taught the safe procedure for getting in and out of vehicles, i.e. exiting from the side of the vehicle away from the traffic only. Children who are to be placed into a stroller are to be taken out of the vehicle first and restrained in the stroller in a safe position with stroller brakes on. The procedure is to be reversed when getting back into the vehicle.
- Child safe locking systems are in the vans and should be enabled at all times. Educators are not to take the children out the door on the road side. In car parks, children should exit the van from one side only, so adequate supervision can be maintained at all times.
- Park the vehicle, if possible, so that children are not required to cross roads.
- Older children must be taught not to remove seat belts until advised by the educator that it is safe to do so.
- Educators must be aware of the procedures for supervision of children whilst crossing roads, negotiating crowds and adhering to educator-to-child ratios at all times.
- Educators must have their current driver's licence with them at all times when driving. Immediately notify the Nominated Supervisor if the licence is lost or suspended.
- P plates must be displayed if educators hold a provisional licence. Where possible, a more experienced driver must carry out the transport run.
- Educators transporting children must wear safety vests.

- All children will wear a coloured 'bib' and wrist band when being transported.
- The educator will sign in children on the sign in/out sheet when they arrive/depart the centre ([Reg 158](#)).
- A buddy system will be used to transport children; ensuring older children are buddies with younger children.

Safe arrival of children and exiting from the vehicle

- Services for which this guiding principle applied are long day care, family day care and OOSH, in accordance with definitions contained in [Reg 102AA](#).
- This guiding principle satisfies the requirements of Reg 102AAB, to ensure safe arrival of children policies and procedures are developed and implemented.
- In accordance with [Reg 102AAC](#), Council will conduct a risk assessment to ensure the safe arrival of children being transported to the service, and when children exit the vehicle. This risk assessment will be reviewed annually as a minimum, or if Council becomes aware of a situation which may impact the safe arrival of any child being transported to the service.

In the event of an incident, injury or accident

- Attend to the children and educators who are injured as a first priority and administer first aid or follow DRABCD as required. Emergency services may need to be called.
- Contact is to be made with the parents/emergency contacts, school staff, Nominated Supervisor, Responsible Person and possibly emergency services after 30 minutes, if a child is missing.
- All incidences relating to transport (e.g. missing children, vehicle accident, etc.) must be reported to the Responsible Person, Nominated Supervisor, Education and Care Coordinator, Manager Education and Care immediately. The Nominated Supervisor is responsible to make sure all stakeholders are notified in a timely manner and all directions/tasks are followed to manage the situation.
- The Education and Care Coordinator will make a notification to Department of Early Childhood Education within 24 hours as per the education and care regulatory requirements.

Additional safety considerations/information

- The Nominated Supervisor must communicate with families during the enrolment process and as required the following points:
 - The centre will only collect or drop off children to their school when usual transportation occurs. Therefore if a child is on an excursion and will not return to school by pick-up time, then the centre will be unable to collect the child and the family is responsible to ensure the safe collection of the child.
 - If a child will be absent from the centre, the family must notify the service of their absence by 1:30pm for After School Care to ensure the educator has been given sufficient notice of your child's absence. A failure to notify fee will occur if the service is not notified (refer to Fees Guiding Principle).
- Educators who are on their green 'P' plates are to transport children where possible. If this is not possible, an educator who has been on their red 'P' plates for a minimum of 6

months may be approved to drive after seeking approval from the Nominated Supervisor or Education and Care Coordinator. "L" plate drivers are not permitted to transport children.

- Educators must not transport children in care if they have any pending traffic offences or when taking drugs, alcohol or medication that may affect their driving ability. It is the educator's responsibility to inform the Nominated Supervisor if they are unable to transport children.
- Using mobile phones whilst driving and transporting children is illegal. This includes sending/ reading text messages and emails. Phone calls should not be received or made via blue tooth, to avoid a breach in confidentiality and children hearing conversation.
- If a call needs to be made the vehicle should be in park with the hand brake on and the vehicle turned off. Bluetooth can only be used when there are no children in the vehicle.
- Child restraints are to be fastened and seatbelts across boosters when not in use in vehicles.
- Children can only consume food in the vehicle when travelling long distances to excursions or if they have a medical condition that requires them to eat or drink. Educators to check van for rubbish prior to returning the van.
- Music that is played to children while transporting is to be age appropriate. The radio is not to be on when children are being transported.
- Smoking is not permitted at any time whilst working including in council vehicles.
- Vehicles must be insured and registered with the RMS. The driver of an unregistered vehicle will be individually fined (FDC only).
- Any fines incurred by the driver for traffic or parking infringements are the responsibility of the driver.
- The Education and Care Services Vehicle Report must be completed each time a council vehicle is used. Ensure the Business Support Coordinator receives a copy of the form on your return to council if there are any issues with the vehicle.
- If council vehicles are booked and then not needed for the booking they must be cancelled in advance. This is to be sent to the Business Support Coordinator's email.
- Any problems with council vehicles should be reported immediately to the Business Support Coordinator on 8757 9774.
- If petrol is half full in council vehicles then it must be refilled; consider before and after school care and FDC, where educators do not have enough time to fill up vehicles when transporting children. Ensure vehicles are filled during the day or if the vehicle is leased back, the educator/staff must fill up out of work hours.

Family Day Care (additional information)

- At no time is a child to be transported by anyone other than the child's usual educator without written permission. Anyone transporting children must have signed permission from the parent. The child's usual educator is responsible for obtaining written permission. The child's usual educator is to complete the Permission to Transport Form (attached) if the usual educator and children are being transported by another CCFDC educator ([Reg 144](#)).
- If transport is required for school pick-ups and/or to and from playsessions, educators must complete the [On the Day Transport Checklist – FDC](#). If attending an excursion independently, educators must complete the [On the Day Excursion Checklist - FDC](#).
- When educators are transporting other educator's children they must not exceed ratio, at any time.

- At no time is a child to be transported by anyone without route of travel forms completed and approved by council and family permission obtained.
- FDC educators using their own vehicles are responsible for their own vehicles. This includes maintenance of the vehicle, petrol purchases and insurance. Insurance includes: registration, green slip (CTP – Compulsory Third Party), pink slip (if required) and comprehensive insurance. Following is an example of a letter for educators to give to their third party and comprehensive insurance company so that the insurance company is aware that the vehicle is being used for business purposes. It is the educator's responsibility to receive a reply from the insurance company acknowledging that they are aware of the use of the vehicle. Copies of the letters are to be kept on the educator's personal file both at the service and on ECM.
- FDC educators will keep a copy of the letter.

Example of Insurance letter contents:

"This letter is to inform [name of Insurance company] that I [your name], use my vehicle [time that your vehicle is used e.g. half an hour] Monday to Friday to transport children to and from school. The total business use is [time that the vehicle is used] per week for [amount of weeks per year].

After contacting [insurance company], I was informed that a change in policy from private to business use, would only occur if the business use was more than fifty percent. I am requesting that [insurance company] reply to this letter, stating that the use of my vehicle, registration [put registration here] for [time the vehicle is used] each week for [amount of weeks per year], will not be in breach of my policy, policy number [put policy number here]."

Road safety

Educators

- Educators will follow road safety strategies and children will participate in road safety activities in all key areas – passenger safety, pedestrian safety, safe play and transport safety (including bike, scooter and skateboard).
- Road safety strategies are introduced in all areas of the service program.
- Children will hold an adult's hand or an older child's hand linked to an educator in the road traffic environment. Educators will assess the age and development stage of the child to decide if it is appropriate for an older child to walk independently.
- Council's Road Safety Officer or local police will visit the centre when required to talk about road safety with children and families if requested.
- Information will be given to families in different languages.
- Educators will be good role models for children in the road traffic environment.

Families

- Families are responsible to hold their child's hand whilst arriving and leaving the service, especially in the school/centre car park.
- Pathways are to be used where available rather than walking through car park areas.
- Families are required by legislation to transport children in an approved car restraint until the child is older than 7 years of age / 145cm tall.
- Children must NOT be left unattended in a vehicle whilst collecting or dropping off children to care.

Child restraints

- Child restraints must meet Australian Standards AS1754.
- Child restraints must not be more than 10 years old and have never been in an accident.
- Children under 7 years of age or 145cm tall must be restrained in a suitable and approved child restraint or booster seat when travelling in a car.
- Children under 6 months must be restrained in an approved rear-facing restraint that is properly fitted to the vehicle and adjusted to fit the child's body correctly.
- Children aged between 6 months and 4 years must be restrained in an approved rearward or forward-facing restraint that is properly fitted to the vehicle and adjusted to fit the child's body correctly.
- Children aged between 4 and 7 years must be restrained in an approved forward-facing restraint or booster seat that is properly fitted to the vehicle and adjusted to fit the child's body correctly.
- Children under 4 years old must not travel in the front seat of a vehicle that has two or more rows.
- Children aged between 4 and 7 years must not travel in the front seat of a vehicle that has two or more rows unless all the other back seats are occupied by children who are also under 7 years travelling in an approved child restraint
- Services must ensure that any vehicles used to transport children at any time, including on excursions, are fitted with suitable child restraints (other than a motor vehicle with seating for more than 9 persons) approved by the NSW Roads and Maritime Services. The vehicles used to transport children must be registered with the NSW Roads and Maritime Services which is managed by Council's Fleet Management team. Drivers must have a valid driver's licence and be inducted prior to transporting children.
- Child restraints are checked as part of the yearly vehicle service.
- FDC educators must have their child restraints checked by an approved fitting station every 12 months. Evidence must be provided to the Coordination Unit.
- There are some restraints that combine the features of forward-facing restraints for young children and booster seats for older children. These restraints come with an inbuilt harness and a top tether strap. The harness is used until the child outgrows the harness. This is when the harness straps are too tight and do not fit over the shoulders correctly. Once the child has outgrown the inbuilt harness, it MUST be removed (as per the manufacturer's instruction) and the restraint is used as a booster seat with an adult lap-sash seatbelt.
- You will know when a child has outgrown their child seat when their shoulders no longer fit comfortably within the child seat, when their eye-level is higher than the back of the child seat or when the top insertion slots for the shoulder straps are below the level of the child's shoulders. A booster seat should be used until your child's shoulders no longer comfortably fit within the booster seat or when their eye-level is higher than the back of the booster seat.
- Child restraints with tethered straps requiring bolting are prohibited in the front seats.
- It is illegal to remove headrests as they are an important safety feature. The only time it can be removed is if you are using a baby seat (0-4 years approx.) as the baby seat has a head rest built into them, otherwise you must always have the headrest fitted correctly.
- Educators must be competent in correct child restraint fitting and adjustment of all types of restraints used within Council's Education and Care Services or privately owned vehicles.

Forms

Risk assessment forms

All risk assessment templates and forms are saved in ECM and are linked at the end of this guiding principle.

1. Excursion risk assessment

The excursion risk assessment form is to be used to assess the risks at a venue that is outside the licensed education and care service, or the FDC educator's home. FDC educators visiting another CCFDC educator's home are required to complete a risk assessment on other educator's home before taking children there. Other venues may include libraries, schools, cinemas, play centres, etc.

2. Park/playground risk assessment

The park/playground risk assessment is specific to this type of location. It has guided questions to help the excursion coordinator/FDC educator assess the risks for a particular group of children and/or the age of the children. The overall suitability of the location must be assessed in the comments' section on the risk assessment so that a decision can be made about whether it is safe for children to attend. The park/playground may not be suitable for younger children but may be for older children. Ratios must also be considered based on the ages of the children. In FDC, different ratio options may be listed to cover a mixed age group; e.g. up to 5 children with no more than 2 children under 2 years of age.

3. Route of travel risk assessment

A route of travel risk assessment must be conducted on the methods of transport used to attend the excursion. Consideration must be given to all aspects of transport including walking to and from the vehicle. If the chartered bus is parked outside the service or the van is parked in the carpark, then these risks must also be identified. All items on the form must be addressed and consideration must be given to all risks identified. Elimination and control measures must be able to reduce the risk to a safe level. Additional educators attending the excursion or transport route may help to reduce the risk. Where risk associated with transport cannot be significantly reduced or eliminated, the excursion or method of transportation may not be able to go ahead or be used.

4. On the Day checklist

The purpose of the On the Day checklist is to identify and eliminate risks that exist that were not identified at the time of the initial risk assessment. Where possible, each section of the checklist must be completed at the designated time to ensure children's health and safety is maintained at all times. Where possible, educators are to visit the venue prior to the children and assess the area for additional risks. Where this is not possible, educators are to be vigilant about ensuring that the venue, park/ playground or route of travel is assessed throughout the excursion and control measures are put into place immediately. All changes/strategies put into place must be identified on the On the day checklist and amendments made to the risk assessments if required. Amendments can be documented on the reassessment form and submitted for approval.

5. Primary Care Giving Groups and Head Counts Checklist

This form is used to ensure head counts are conducted at regular intervals whilst away from the education and care premise/FDC educator's home. The form aims to increase

safety on excursions through small groups and documented head counts. Each group of children is to be divided into small groups that reflect the ratio on the risk assessment, with a primary educator assigned to the group. The checklist is to identify different times during the excursion/transport run that a head count is to be conducted. The time the head count was conducted is to be written on the checklist and the supervising educator is to sign/initial against each child's name to confirm that the child was in attendance at the head count. If any child cannot be accounted for, educators must follow the risk minimisation guidelines identified in the risk assessment and /or transport procedure prepared by each service.

6. Evaluation form

This form is used to evaluate centre-based excursions or workshops. Consideration is given to additional risks identified, an evaluation rating and opportunities for future planning. Services may choose to evaluate the excursion or workshop via their daily curriculum reflection. In the event that an excursion or workshop was not successful, an evaluation form must be completed and emailed to the Education and Care Management Team email group so everyone receives this feedback.

7. Reassessment form

A reassessment form is completed when additional risks are identified on the route or at the venue. The form may also be used when the venue has not been visited or route has not been travelled in the last 6 months. All reassessment forms must outline the additional risk that has been identified and what control measures have been put into place. Ensure the form is submitted for approval, including the initial risk assessments. Once approved, this will be signed by the Nominated Supervisor and the Education and Care Coordinator.

Authority forms

All authority forms and summary sheet are located as attachments in this Guiding Principle.

1. Routine/non-routine authority form (centre based care)

The routine/non-routine authority forms are to be completed for each child attending an excursion or who is being transported to and from school. Children attending non-routine excursions are required to have a completed form for each occasion that the child is to be taken outside the licensed premise. All required information must be included in the form, including the consent of the parent or an authorised nominee. Routine authority forms are completed for children attending routine excursions that occur at least monthly as a minimum. This form must be as specific as possible.

2. Routine Excursion Authority form (FDC only)

The routine authority form for FDC is to gain written consent for children to attend routine excursions. There still needs to be specific information included in this form such as the day or time the children will be visiting the venue. Routine excursions cannot occur at any time or on any day, as families must know where their children are at all times.

3. Summary Sheet of Venues (FDC only)

This sheet is to be used by FDC educators as a quick reference guide and as a summary of the excursions that the children attend regularly.

4. Non-routine Excursion Authority form (FDC only)

The non-routine authority form (FDC only) is to be completed for each child attending an excursion that is not a regular occurrence. Children attending non-routine excursions are required to have a completed form for each occasion that the child is to be taken outside the licensed FDC premise. All required information must be included in the form, including the consent of the parent or an authorised nominee. This form must be as specific as possible.

5. Authority form – School aged children to walk to and from school (FDC only)

This form must be completed by families wishing their school age child to walk to and from school from the FDC educator's home. This form is not to be adapted for use for centre based care.

Other risk assessments

1. Centre based workshops

Centre based workshops where performers/presenters are coming into the environment may still pose a risk to children, even if the children are not leaving the education and care premise. The centre based workshop form must be used to assess any risks that will be brought into the environment, for example, animals, equipment, presenters, etc, and ways to eliminate or control the risks to children. A certificate of currency, public liability insurance, a WWCC and, if available, a safe work method statement should be collected from performers or presenters. Once completed, this form, including all attachments must be signed by the Nominated Supervisor and the Education and Care Coordinator.

Educators attending the workshop must read, understand and sign the declaration at the end of the risk assessment to ensure all risk is minimised by following the control measures identified.

2. Generic risk assessments

Certain equipment, activities, or experiences offered in the environment may pose an increased risk to children. The generic risk assessment form is to be used to conduct an assessment on the risk to children and to identify control measures that could be used. Equipment that may pose a risk includes scissors, glass, bikes, etc, and activities or experiences may include parent in partnership events, animals in the environment, etc. Once this form is completed, it must be signed by the Nominated Supervisor and the Education and Care Coordinator.

All educators at the service must read, understand and sign the declaration at the end of the risk assessment to ensure everyone is aware of the risks and are able to follow the control measure to ensure children's safety and wellbeing at all times.

Attachments

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(CCFDC) Authority Form - Non Routine Excursion	19
(CCFDC) Authority Form - Routine Excursion	20
(CCFDC) List of Venues - Routine Excursions	21
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Linked Risk Assessments

- [Risk Assessment - Emergencies Guidelines and Checklist](#)
- [Risk Assessment - Emergencies Guidelines and Checklist – FDC](#)
- [Risk Assessment - Generic](#)
- [Risk Assessment - On the Day Excursion Checklist](#)
- [Risk Assessment - On the Day Excursion Checklist - FDC](#)
- [Risk Assessment - On the Day Transport Checklist – FDC](#)
- [Risk Assessment - On the Day Transport Checklist – OOSH](#)
- [Risk Assessment - Park and Playground](#)
- [Risk Assessment - Reassessment](#)
- [Risk Assessment - Route of Travel](#)
- [Risk Assessment - Excursion - Venue](#)
- [Risk Assessment - Workshop Risk Assessment](#)

Related Legislation and Online Resources

- [Children \(Education and Care Services\) National Law \(NSW\)](#): Sections [162](#), [165](#), [167](#) & [174](#)
- [Education and Care Services National Regulations](#): Sections [99-102D](#), [122](#), [144](#), [158](#), [159](#), [161](#), and [168](#)
- Australian Children's Education and Care Quality Authority (ACECQA), [National Quality Standards](#): Quality Area 2.2.1
- [Public Health \(Tobacco\) Act 2008](#)
- AS/NZS 1754:2013 Child restraint systems for use in motor vehicles standards
- Australian Government Department of Education, Skills and Employment:
 - [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#) (EYLF)
 - [My Time, Our Place: Framework for School Age Care in Australia](#) (MTOP)
- Network of Community Activities WHS Manual (June 2012)
- [Network of Community Activities - Risk Assessment & Management factsheet](#) – June 2012 (accessed from networkofcommunityactivities.org.au)
- Transport for NSW - Roads and Maritime www.rms.nsw.gov.au
 - [Driver Consent Form](#) Driver Licence and Demerit Point Check
 - [Road Users' Handbook](#)
- Transport for NSW - Centre for Road Safety roadsafety.transport.nsw.gov.au
 - [Child Restraints poster](#)
- Kidsafe NSW Inc. Road Safety:
 - Information Sheets www.kidsafensw.org/information-sheets/road-safety
 - Child Restraints www.kidsafensw.org/road-safety/child-restraints

Related Documents and Council Policies

- Council's Education and Care Guiding Principles:
 - [Supervision and Interaction](#)
 - [Governance, Management & Leadership](#)
 - [Access, Arrival and Departure](#)
 - [Fees](#)
- Council's Education and Care [ECM Archiving Reference Table](#)
- Council's Education and Care Safe Work Procedures:
 - Conducting Workshops and Excursions CS15
 - Transporting Children CS5
 - Fitting Child Restraints CS6

Authorisation & Version Control

Guiding Principle owner	<i>Manager Children, Youth and Families</i>
Authorised by	<i>Education and Care Management Team</i>
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Implementation date	<i>March 2022</i>

Educator Declaration

I have read and understood this Excursions, Transport and Leaving Service Guiding Principle and agree to adhere to the requirements and procedures as outlined in this Guiding Principle ensuring the children's safety and wellbeing is maintained at all times.

Name	Signature	Date

AUTHORITY FORM

Non-Routine Excursion

(CCFDC only)

Dear families

Your child has been invited to attend the following excursion:

Date of excursion/transport:	Educator name and contact number:
Description of excursion/transport:	Duration of the excursion/transport:
Time departing from the FDC educator's home:	Time returning to the FDC educator's home:
Description of the proposed pick up and drop off location:	
Means of transport (as per route of travel): <input type="checkbox"/> Car <input type="checkbox"/> Walking <input type="checkbox"/> Council vehicle	Cost per child:
Reason for the excursion/transport:	
Proposed activities undertaken by the children during the excursion/transport:	
A current risk assessment has been completed and approved for this venue: <input type="checkbox"/> Yes <input type="checkbox"/> No	A current route of travel risk assessment has been completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Any requirements for seatbelts or safety restraints under any law of each jurisdiction in which the children are being transported (i.e. car seats, etc):	
Anticipated number of children likely to attend excursion/transport:	Anticipated number of educators, staff and adults who will accompany and supervise the children during the excursion/transport:
Number of volunteers, students, adults (not to be counted in ratios):	Staff to child ratio based on risk assessment:
A risk assessment has been prepared, and written policies and procedures are available at the education and care service, and the FDC educator's home.	

(All information must be provided in this form to ensure it complies with [Regulations 102B-102D](#). One form per child)

Family authorisation

I acknowledge that I have been informed of the above excursion/transport and give authority for my child to attend.

Permission is given for: (name of child).....

to attend the excursion toon

Family (parent/ guardian, caregiver) name or authorised person's name to provide consent for excursions:

.....

Signature: Date:.....



CUMBERLAND
CITY COUNCIL

AUTHORITY FORM

Routine Excursion

(CCFDC only)

Dear families

Your child has been invited to attend the following excursion:

Days of excursion/transport:	Emergency contact name and number:
Time of excursion: fromam/pm toam/pm Duration of the excursions/transport:	Educator's name and contact no.:
Means of transport (as per the route of travel): <input type="checkbox"/> Car <input type="checkbox"/> Walking <input type="checkbox"/> Council vehicle	Description of the proposed pick up and drop off location of the excursion/transport:
Reason for the excursion/transport:	
Proposed activities undertaken by the children during the excursion/transport:	
A current risk assessment has been completed and approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	A current route of travel risk assessment has been completed and approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Any requirements for seatbelts or safety restraints under any law of each jurisdiction in which the children are being transported (i.e. car seats, etc):	
Anticipated number of children likely to attend excursion/transport:	Anticipated number of educators, staff and adults who will accompany and supervise the children during the excursion/transport:
Number of volunteers, students and adults (not to be counted in ratios):	Staff to child ratios for the excursion:
A risk assessment has been prepared, and written policies and procedures are available at the education and care service, and the FDC educator's home.	

(All information must be provided in this form to ensure it complies with [Regulations 102B-102D](#). One form per child)

Family authorisation

I give permission for my child to attend the above routine excursion/transport. I understand that this excursion/transport does not require a separate permission note each time. I have discussed with the educator the methods of transport and types of safety restraints to be used.

Child's name:

Family (parent/ guardian, caregiver) name or authorised person's name to give permission for excursions:

.....

Signature: Date:.....

(Please note that this form needs to be completed annually. Attached is a list of venues visited on a regular basis. If taking children on an excursion that is not a regular outing, the CCFDC office must be notified of the excursion.)

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

T 8757 9000 W cumberland.nsw.gov.au E council@cumberland.nsw.gov.au

f Cumberland City Council Sydney @ [cumberlandcitycouncil](https://www.facebook.com/cumberlandcitycouncil)



Cumberland Council Family Day Care

[illegible]



CUMBERLAND
CITY COUNCIL

AUTHORITY FORM

School aged children to walk to and from school (CCFDC only)

I,hereby give permission for
my child/children
to walk to/from (*name of school*)..... school, unaccompanied
by an adult to the home of FDC educator (*name of educator*)..... ,
(*address of FDC educator's home*)

I understand that my educator will sign the child/children in and out of care in the attendance book at the time they either arrive and/or leave the educator's home. I also understand that the FDC educator will not be responsible for the child/children either travelling to or travelling from school.

Family authorisation

Family (parent/ guardian, caregiver) name:.....

Signature:Date:.....

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

T 8757 9000 W cumberland.nsw.gov.au E council@cumberland.nsw.gov.au

f Cumberland City Council Sydney @ [cumberlandcitycouncil](https://www.facebook.com/cumberlandcitycouncil)

AUTHORITY FORM

Routine and Non-Routine Excursions

(Centre-based)

Dear families

Your child has been invited to attend the following excursion:

Date of excursion/transport:	Centre & mobile no.:
Description of excursion/transport:	Duration of the excursion/transport:
Time departing the service:	Time returning to the service:
Description of the proposed pick up and drop off location:	
Means of transport (i.e. route of travel):	
Reason for the excursion/transport:	
Proposed activities for the excursion:	
Nominated Supervisor/ Responsible Person in attendance will be:	First aid officer in attendance will be:
Any requirements for seatbelts or safety restraints under any law of each jurisdiction in which the children are being transported:	
Anticipated number of staff members and adults who will accompany and supervise the children during the excursion/transport:	Anticipated number of children likely to attend excursion/transport:
Staff to child ratio based on risk assessment:	Date risk assessment was conducted:
A risk assessment has been prepared, and written policies and procedures are available at the education and care service.	

(All information must be provided in this form to ensure it complies with [Regulations 102B-102D](#). One form per child)

Family authorisation

I acknowledge that I have been informed of the above excursion and give authority for my child to attend.

Permission is given for: *(child's name)*

to attend the above excursion on *(date)* *(time)*

Family name (parent, guardian, caregiver) or authorised person's name to provide consent for excursions:

.....

Signature: Date:

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

T 8757 9000 W cumberland.nsw.gov.au E council@cumberland.nsw.gov.au

f Cumberland City Council Sydney @ [cumberlandcitycouncil](https://www.facebook.com/cumberlandcitycouncil)



CUMBERLAND
CITY COUNCIL

PRIMARY CARE GIVING GROUPS AND HEAD COUNTS CHECKLIST

Educator name: _____

Number of children present in focus group: _____

Amend the top row to suit the requirements of the service		Child notes	Roll taken prior to leaving centre	Head count boarding the bus	Head count once seated on the bus	Head count upon arrival at 1 st school	Head count upon arrival at 2 nd school	Head count prior to leaving	Head count on route	Roll taken on arrival back at centre
Time completed										
Child's name										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Responsible educator's signature: _____ Date: _____

Assisting educator's signature: _____ Date: _____

Nominated Supervisor's signature: _____ Date: _____

EDUCATION AND CARE

Excursion / Workshop Evaluation Form

Education and care activity / venue name:	
Date:	
Name of venue contact / presenter:	
Venue:	
Number of children that attended:	
Number of educators that attended:	
Transport used (if applicable):	
Evaluation – rating (please circle):	
1 2 3 4 5	
Evaluate activity/ workshop: (e.g. risks, supervision and child/educator response to activity)	
Future planning: (Please indicate what may need to be changed for next time, including additional risks identified on the On the Day checklist)	
Educator's name:	
Educator's position:	
Centre name:	
Signature:	Date:

Centre for Road Safety

Make the safest choice

The [Child Car Seats website](#) lets you quickly find and compare more than 200 types of forward facing, rear facing and booster seats. You can find details of how the seats are tested and rated. The site has information on how to use seats correctly, check if they are still safe and answers to common questions.

All children must be safely fastened in the correct child car seat for their age and size. A child who is properly secured in an approved child car seat is less likely to be injured or killed in a car crash than one who is not.



Up to 6 months
Approved rear facing
child car seat



6 months to 4 yrs
Approved rear
or forward facing
child car seat



4+ years
Approved forward
facing child car seat
or booster seat



145cm or taller
Suggested minimum
height to use adult
lap-sash seatbelt

National child restraint laws

- Children up to the age of six months must be secured in an approved rearward facing restraint
- Children aged from six months old but under four years old must be secured in either a rear or forward facing approved child restraint with an inbuilt harness
- Children under four years old cannot travel in the front seat of a vehicle with two or more rows
- Children aged from four years old but under seven years old must be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat
- Children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat
- Children aged from seven years old but under 16 years old who are too small to be restrained by a seatbelt properly adjusted and fastened are strongly recommended to use an approved booster seat
- Children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

If your child is too small for the child restraint specified for their age, they should be kept in their current child restraint until it is safe for them to move to the next level.

If your child is too large for the child restraint specified for their age, they may move to the next level of child restraint.

Child car seat testing

The [Child Restraint Evaluation Program](#) provides independent and consistent information to help you choose safe child car seats. The program tests child car seats and rates their level of protection in a crash.

Correct fitting

Follow the manufacturer's instructions carefully when fitting child car seats. If the instructions have been lost, contact the manufacturer or search for the instructions online.

To ensure correct and safe installation of your child car seat, contact an [Authorised Restraint Fitting Station](#).



CUMBERLAND COUNCIL FAMILY DAY CARE

Permission to Transport a Child

This form is used when another registered Cumberland Council Family Day Care (CCFDC) educator is transporting another educator and their children. The child's usual educator must ensure that an 'Authority for Routine or Non Routine Excursion' form is completed and appropriate risk assessment forms and route of travel forms are completed.

Date:

Child's name:

Child's emergency contact name:

Child's emergency contact number

Name of transporting CCFDC educator:

Driver's licence number:

Current risk assessment: Yes No

Current route of travel: Yes No

Child's usual educator's name:

Signature:

Adult to child ratio:

Number of children attending excursion:

Number of staff/adults attending excursion:

We will be going to:

Time from to

I give permission for my child to be transported by
(print educator's name)

Parent name (guardian/caregiver):

Signature: Date:

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

T 8757 9000 W cumberland.nsw.gov.au E council@cumberland.nsw.gov.au

Cumberland City Council Sydney [cumberlandcitycouncil](https://www.instagram.com/cumberlandcitycouncil)



Driver Consent Form

Driver Licence and Demerit Point Check

Heavy Vehicle Operator Safety Information Program (HVOSIP)

Details

Driver full name

Driver licence number

Driver licence class

Driver licence card number

Operator name*

Operator address

Postcode

Consent

I consent to Transport for NSW allowing the above-named Operator to check my driver licence and demerit point status on multiple occasions for so long as this consent remains in force and I am in their employment.

I have read the important Information below.

Signature of Driver

Date

day	/	month	/	year
-----	---	-------	---	------

IMPORTANT INFORMATION

Dictionary

Operator means a heavy vehicle operator who has been approved by Transport for NSW to access information from the *Driver Licence and Demerit Point Check System*.

Driver Licence and Demerit Point Enquiry System is a secure system operated by Transport for NSW through which a Operator can access the status of your driver licence and demerit points.

Disclosure Agreement is an agreement between the Operator and Transport for NSW which has been reviewed by the NSW Privacy Commissioner setting out the requirements (including privacy safeguards) for the Operator to use the Driver Licence and Demerit Point Check System.

Background

Clause 112 of the *Road Transport (Driver Licensing) Regulation 2017* permits Transport for NSW to release driver licence and demerit point status information with your consent. You can find a copy of clause 112B of the Regulation at: www.legislation.nsw.gov.au

Purpose of the licence checks

The checks help the operator decide if it is lawful and safe for a driver to drive a particular vehicle.

What information will an Operator obtain from a check?

If you provide your consent then the Operator will see your licence number, licence class and validity, demerit points status and whether any driving conditions have been imposed on your licence.

Because this information will be provided in 'near real-time' it is possible that the Operator could obtain new information about your licence or demerit points before you receive your own notification in the mail.

What happens if you don't consent

Providing consent to the release of your personal information is voluntary. However without your consent the Operator may not be able to verify your driver licence and demerit point status and this may affect the Participant's decision to permit you to drive.

Is there an alternative?

You may obtain your driving record from Transport for NSW and provide that to the Operator. However if the Operator wants to check your licence regularly this might not be a convenient option.

How long is consent valid?

Your consent will remain valid for 12 months but will end sooner if you cancel it or cease employment with the Operator.

Cancelling consent

You may cancel your consent at any time by notifying your employer in writing. After that the operator is not be entitled to check your driver licence or demerit point status.

Privacy safeguards

Transport for NSW stipulates that a heavy vehicle operator can only access your driver licence and demerit point information if they have obtained your consent.

Privacy complaints

If you are aware an Operator has obtained your driver licence and demerit information without your consent or has misused that information, then you should notify the Operator. If you are not satisfied with the outcome you can raise the matter with the following:

- Transport for NSW,
Accreditation Complaints
Telephone: 13 22 13
Email: AccreditationComplaints@rms.nsw.gov.au

Other channels are:

- Transport for NSW,
privacy@rms.nsw.gov.au
- Office of the Australian Information Commissioner,
www.oaic.gov.au/about-us/contact-us.

Privacy collection notice by the Operator

The Operator is collecting your Personal Information for the purpose of assessing your suitability to drive a motor vehicle. Your Personal Information includes your name, driver licence number, licence class and currency and also your demerit point status and any driving conditions. Consenting to the Provider accessing this Personal Information is voluntary but if you do not agree then the Operator may require you to periodically obtain these searches from Transport for NSW at your own cost and provide them to the Operator. The Operator will hold your Personal Information and not otherwise use or disclose it except as permitted by law. You can contact the Operator at the above address to access your Personal Information or to complain about a breach of the Australian Privacy Principles so that we may investigate your complaint.

Note that in order to obtain your driving licence information from Transport for NSW the Operator will disclose to Transport for NSW that you are a current or prospective driver of the Operator.

Return the completed form to your employer.