



## **Why is this important?**

On occasions, parishes, ministries and agencies may transport participants to and from activities and events. When they do, they become responsible for the safety of those being transported.

## **What should we be doing?**

Inform parents and guardians when children and adults-at-risk will need transport and request they provide the transport where possible and appropriate.

If transport assistance is requested by parents and guardians, consider providing financial support, or arrange a reputable transport service (e.g. taxi company).

If transporting groups, give careful consideration to the suitability and practicality of public transport and consider engaging a reputable transport service (e.g. bus company).

Obtain written consent from parents or guardians before transporting children and adults-at-risk.

Inform parents and guardians about pick up/drop off locations, routes, stops and estimated travel times.

Take the most direct and timely route and avoid unnecessary detours or stops. Children and adults-at-risk should not be taken to places/venues other than those agreed with their parents or guardians.

Have a sufficient and safe number of supervising adults when transporting groups. All legal or regulated ratios of supervisors to participant must be met (if applicable). Suggested ratios of supervising adults to children is discussed in the Safe Practice Guide - Working Safely with Children & Adults at Risk. Young people (under 18 years) cannot be responsible for the supervision of other children.

Avoid transporting children and adults-at-risk alone. Two adults should be present at all times.

Adults involved in transporting children must hold a current Working with Children Blue Card (or valid/legal exemption) unless they are accompanying their own child during transport.

The gender balance of supervising adults should reflect that of the children and adults-at-risk being transported.

Where more than one vehicle is used they should travel together in convoy (where practical).

Where the travel involves challenging conditions (e.g. off-road), the vehicle should be suitable for the conditions and the driver appropriately experienced.

All passengers travelling in a vehicle must be restrained (i.e. use seatbelts or approved safety restraints). The number of passengers must not exceed the number of seatbelts or restraints.

Drivers should hold a full or provisional driver's licence, be licenced for the class of vehicle, have sufficient driving experience and a safe driving history. Learner drivers should not transport children or adults-at-risk.

**NOTE** – restrictions that apply to drivers on provisional driver's licences must be complied with.

In selecting drivers, give proper consideration to their driving experience and history.

All vehicles used for transport should be registered, roadworthy, clean and properly insured.