



Outside School Care NT

OSC-NT PS 39. – Bus Collection Policy

Policy Description:	This policy document outlines the general principles that will be followed in terms of developing procedures and checklists for collection of children from primary schools in the Palmerston area to attend after school care at Outside School Care NT sites.
Key Points	The primary duty of care in the the operation of a bus collection service from third party schools to an Outside School Care NT site is the SAFE and DOCUMENTED transfer of children from school to our care service.
1.0 Parent Authorisations	<p>Parent Authorisations MUST be obtained before a collection service for a child can begin.</p> <p>For any child using an Outside School Care NT bus collection service there MUST be:</p> <ul style="list-style-type: none"> - Fully completed Enrolment Forms processed and entered into KIDSOFT at an Outside School Care NT service prior to the first bus collection day. - A SIGNED and DATED Bus Collection Permission Form held on file from the child’s Parent/Guardian. - An entry on a Bus collection sign in /sign out sheet for the child.
2.0 Licensed Bus Operator	<p>Third party bus operators may be used for the bus collection service. Bus operators will be required to provide evidence that:</p> <ul style="list-style-type: none"> - Their drivers have valid WWC/Ochre Card clearance. - Their buses are roadworthy and fitted with child appropriate restraints. - They hold public liability insurance. - They accept a written duty of care towards children carried on their services to an Outside School care NT site.
3.0 Documented bus service routings and procedures	<p>Bus service routings will be planned in order to minimise delay and in order to ensure safety is paramount</p> <p>The following elements will be included in the documented procedures:</p> <ol style="list-style-type: none"> 1. A daily bus collection checklist will be followed and completed by the bus driver and/or OSC-NT staff in attendance. 2. A daily bus transfer sign in / sign out sheet will be completed for each child collected from their departure school and 3. A designated collection point and time of arrival will be agreed with each collection school. 4. Procedures will be agreed with each school with regard to “<i>no-shows</i>” and “<i>delay scenarios</i>”. 5. The Bus driver and/or OSC-NT staff will have a serviceable mobile phone in their possession and emergency contacts for each child, the collection school administration, as well as Outside School Care Site Director and Owner. 6. A risk assessment will be conducted for each proposed bus routing and collection service.
4.0 Collection School Liaison	<p>Written procedures will be agreed with each collection school with regard to:</p> <ol style="list-style-type: none"> 1. The designated Collection Point and School Liaison person. 2. The procedures to be followed if a child due to be collected has either: <ol style="list-style-type: none"> a. not attended school or

	b. has been collected by another authorised nominee without informing Outside School Care NT prior.
Related Procedures:	Bus Pick up Procedures Bus Collection Risk Assessment Plan
Related Checklists and Logbooks:	Daily Bus collection checklist Bus transfer sign in / sign out sheet Bus Collection Permission Form
Specific Information for Parents:	
Sources/References:	
Version Control/Updates:	Version: 1.0 January 2014 To be reviewed and updated by: June 2014 Version 2.0 September 2016 To be reviewed and updated by: September 2017

