

	<b>Policy</b>
	<b>Policy Category: Health and safety</b>
	<b>Date: 13 June 2025</b>
	<b>Policy Name: Motor Vehicle Transport Policy</b>

The purpose of this operational policy is to keep children and adults safe by meeting Licensing Criteria HS17 and HS18, including the transport legislation and regulations.

### Position Statement

Our centre will ensure that all precautions will be taken to ensure that where motor vehicle transport is used, that it is a safe and well-planned experience for all involved.

### Issue Outline

There are times that our centre will wish to take children on an excursion that involves transport in a motor vehicle. Taking a child off the premises requires a number of risk factors to be managed by the Centre Manager and team leaders such as ratios, first aid, parent approval, and good communication systems to ensure the safety of each child.

### Detail

Safety is of paramount importance when children leave our centre. This policy primarily applies to children going on an excursion during enrolled/licensed hours.

#### ***For excursions***

When children are travelling on an excursion involving transport in a motor vehicle, Ministry ratios will apply at all times.

Drivers will have a full license for a minimum of two years and/or be at least 21 years of age for the vehicle they are driving whether it is the centre van or private car whilst transporting children on excursions. The centre has a van which we use to transport the children, we provide carseats for all children.

The driver is a teacher from our centre, or a person approved by our centre, or a parent or caregiver of one of the children being carried.

Written consent will be obtained from all parents before allowing children to travel in a motor vehicle.

We will meet all child restraint requirements when transporting children.

All vehicles will have a current Warrant of Fitness and Registration.

### Alignment with Other Policies

Outings and Excursions Policy (HS17)

Accident and Illness Policy (HS25)

Incident, illness, accident, record, incident investigation form (HS27)

Child Protection Policy (HS31)

Teacher/Staff Safety Checking Policy (HS31)



## Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Hazards and Outings documentation required:

**HS12:** a hazard identification and management system. The system can be consistent with the requirements of the Health and Safety in Employment Act 1992, but goes beyond the consideration of significant hazards to employees to include all hazards to children.

**HS18:** Evidence of parental permission for any travel by motor vehicle. In most cases, this requirement will be met by the excursion records required for criterion HS17. However, services that provide transport for children to and/or from the service must also gain written permission from a parent upon enrolment.

Land Transport Act 1998

Traffic Regulations 1976, clause 29A;

- If children travel in a motor vehicle while in the care of the service:
  - Each child is restrained as required by Land Transport legislation;
  - Required adult:child ratios are maintained; and
  - The written permission of a parent of the child is obtained before the travel begins (unless the child is travelling with their parent)
- Refer to the sample risk assessment form in the Outings and Excursion Policy
- The NZ Transport Authority Factsheet 7 on *Child Restraints* is online at <http://www.ltsa.govt.nz/factsheets/07.html>. This outlines legal requirements as well as practical advice.
- <http://www.nzta.govt.nz/commercial-driving/taxis-shuttles-buses-and-other-passenger-services/volunteer-drivers-and-exempt-passenger-services/>

## Impacts of Policy on Teachers, Parents, Children

The consequences that this policy will help to avoid include parents/caregivers who are unaware, or who claim to be unaware, that their child is travelling by motor vehicle whilst in the care of the centre.

## Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

## Implications and/or Risks

Failure to comply with HS17 and 18 can cause serious harm to children and or adults in our centre.

## Implementation

Clear procedures have been developed and teacher trained to follow them.

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	Storypark, notice board foyer and staffroom and emailed to RCC Board