

▶▶▶ YMCA of Greater Wellington Transport Policy

Programme participants may be transported via a variety of different modes including walking, bus, YMCA van, train etc. depending on the activity and the distance being travelled. Transport may also be included as part of the activity e.g. boat. An Activity Management Plan will be completed for all modes of transport used.

Procedures for the key modes of transport are as follows:

Walking

- » Children will be split into groups with a staff member on a 1:8 ratio. The leader will take a copy of the names of each member of their group and then give a duplicate to the age- group supervisor.
- » Leaders will periodically check to ensure they have all the children in their group.
- » When walking to a destination the children are to stay in their designated groups and walk on the left side of the footpath.
- » Leaders are to disperse evenly – ideally this will mean that they will be able to walk at the front of their group. A leader will be at the head of the group to ensure that no children run ahead. A leader will walk at the end of the group making sure no one falls behind him / her.
- » Where possible road crossing will be made at pedestrian crossing and crossings controlled by lights. A staff member will stand on either side of the road, with one staff member in the middle while the children cross. Children are not to cross the road on their own.

Vans

- » All journeys operate on a 1:8 staff:child ratio.
- » All staff will adhere to NZTA regulations and follow the road code
- » Safety belts will always be worn by all passengers and driver
- » All children and staff will be seated when the vehicle is in motion. Car seats will be used for all children up to the age of 7 years old.
- » No children are to be seated in the front seat of the vehicle
- » Two staff members must be in the vehicle at all times. In exceptional circumstances where this is not possible, the driver must take a pre-decided route, and have organized departure and arrival times. The driver must inform a second staff member when they have departed and upon arrival.
- » A head count is taken and reconciled before departure from any venue.
- » All drivers must be 21 years of age, complete a van driver application which is approved by the CEO, and must hold a current clean drivers licence. A copy of the application and drivers licence is to be held in the staff members personnel file.
- » All vehicles used will road worthy, have a current registration and comply with all NZTA regulations

Buses

- » All OSCAR journeys must be conducted with a 1:8 staff ratio. All other bus journeys, such as camp transport, will operate with a minimum of 2 staff onboard.
- » Once all children riding on the bus are seated, a roll call and head count will both be done.
- » Children are to behave in an orderly fashion and must remain seated while the bus is in motion.
- » The bus must be in a safe position, close to the curb, when collecting and dropping off children.
- » All children will be signed for on collection by the designated parent /guardian at the drop off/pick up point.
- » Only reputable bus companies will be used to transport children. Reputable meaning they follow all NZTA safety regulations, and have appropriate passenger service licenses.
- » Children under the age of 11 years old may be requested to sit three to a seat
- » Public Transport
- » Before using public transport, a decision will be made if the group age, size and ratios are appropriate.
- » Children are split into groups with appropriate staff/child ratios and will not exceed 1.8. The leader takes a copy of the names of each member of their group and then gives a duplicate to the age-group supervisor.
- » The children are to behave in an orderly fashion and appropriately for the mode of transport.
- » A head count will be taken and reconciled before leaving the mode of transport. Where possible a roll call or group roll call will be made to ensure all children are accounted for.

Breakdowns /Accidents

- » In the event of a breakdown the appropriate manager will be notified immediately
- » In the event of a serious accident the emergency services must be called immediately. All able bodied children and staff will be moved to a safe area while emergency services arrive. The CEO must be notified immediately after contacting the emergency services.
- » Ensure all uninjured children are situated in a safe YMCA monitored area
- » If a staff member or a child is injured ensure they receive medical help.
- » Immediately call the parents of the any injured children to inform them of the situation.
- » Fill out an incident report form and turn in to the Manager.